

AGENDA

COMMITTEE ON HUMAN RESOURCES/INSURANCE

February 6, 2006
Aldermen Gatsas, Shea,
Garrity, Pinard, Duval

6:15 PM
NH Primary Room
City Hall (3rd Floor)

1. Chairman Gatsas calls the meeting to order.
2. The Clerk calls the roll.
3. Chairman Gatsas advises that the first purpose of the meeting is organizational in nature, and requests the Clerk to provide a brief overview regarding typical issues addressed by the Committee.
4. Communication from Virginia Lamberton, Human Resources Director, on behalf of Fred Rusczek, requesting reorganization of the management structure of the Health Department, the reclassification of two positions, the establishment of one full-time position and one part-time position.
Gentlemen, what is your pleasure?
5. Communication from Virginia Lamberton, Human Resources Director, recommending updates for class specifications in the Planning and Community Development Department as enclosed herein.
Gentlemen, what is your pleasure?
6. Communication from Virginia Lamberton, Human Resources Director, recommending updates for class specifications in the Water Works Department as enclosed herein.
Gentlemen, what is your pleasure?
7. Communication from Leo Bernier, City Clerk, seeking recommendation to the full Board that the position of City Clerk be established at a Salary Grade 27, effective December 6, 2005.
(Note: informational packet submitted by Christine Martinsen dated 02/01/2006 enclosed.)
Gentlemen, what is your pleasure?

TABLED ITEMS

A motion is in order to remove any of the following items from the table for discussion.

8. Communication from Joan Porter, Tax Collector, relating to part-time employees.
(Originally tabled 12/07/2004. Retabled 01/04/2005 pending a report on the fiscal impact from Human Resources.)
9. Communication from Virginia Lamberton, Human Resources Director, recommending the City Hall Custodian position be reclassified to a new class specification to be called Building and Facilities Maintenance Coordinator from salary grade 8 to 13.
(Tabled 11/15/2005)
10. Communication from Virginia Lamberton, Human Resources Director, requesting the establishment of a new class specification Painter, salary grade 13, and the establishment of two painter positions.
(Tabled 11/15/2005)
11. Communication from Virginia Lamberton, Human Resources Director, requesting to apply ordinance 33.079 (J) Vacations to Paul Borek, Economic Development Director and for Ms. Lamberton as well.
(Tabled 11/15/2005. Please note that an amending ordinance deleting Section 33.079 (J) relating to waivers to the leave accrual formula was enacted on 12/06/2005.)
12. If there is no further business, a motion is in order to adjourn.



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



January 31, 2006

Alderman Ted Gatsas, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request for Reorganization and Reclassifications, Health Department

Dear Alderman Gatsas and Members of the Committee:

On behalf of Fred Rusczek, Director, Health Department, I am requesting a minor reorganization of the management structure of the Health Department, the reclassification of two positions, the establishment of one full time position and one part time position. If approved, this request would also include the elimination of the class specification and position of Deputy Public Health Director as well as the elimination of the class specification Public Health Preparedness Administrator.

If approved, this reorganization would eliminate one level of management. As you will note from the current organizational chart, the current structure has three tiers of administrative management. The proposed structure, reduces the reporting levels to two within the administrative areas. The Deputy Director position would be eliminated and the duties that have been assigned to that classification, would be divided and shared by two current administrative positions. Specifically, one Public Health Specialist III, salary grade 21 position, and the Public Health Preparedness Administrator position, salary grade 23, would be reclassified to a new class specification titled Public Health Administrator, salary grade 24. Please see proposed organization chart dated, January 2006. In the absence of the Director, one or the other of these positions would be responsible for management of the Department.

The establishment of one full time Public Health Specialist II, salary grade 19, and one half time Customer Service Representative II, salary grade 12 will be assigned to the Community Epidemiology and Disease Prevention Division and School and Youth Health Divisions respectively. The authorization of the Public Health Specialist position will be to meet pressing public health needs.

January 31, 2005

This proposed reorganization will not cost the City any additional funds. Rather, the net savings will be \$8,615.

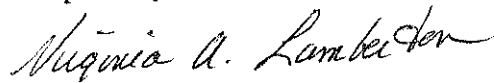
In summary the proposed reorganization would result in the following changes:

- Abolish the Deputy Public Health Director position
- Establish new class specification, Public Health Administrator
- Reclassify Public Health Specialist III to Public Health Administrator
- Reclassify Public Health Preparedness Administrator to Public Health Administrator
- Establish one full time Public Health Specialist II position
- Establish one part time Customer Service Representative II position
- Abolish Public Health Preparedness Administrator class specification

I am attaching a copy of the current organizational chart as well as the proposed organizational chart. Also attached is the proposed Public Health Administrator class specification as well as the financial information for this reorganization.

Your favorable approval of these requests would be greatly appreciated.

Respectfully submitted,



Virginia A. Lamberton
Human Resources Director

Cc: Fred Rusczek, Director

Attachments



CITY OF MANCHESTER Department of Health

1528 Elm Street
Manchester, NH 03101-2106
Telephone: (603) 624-6466
Administrative FAX: (603) 628-6004
Community Health FAX: (603) 665-6894
School FAX: (603) 624-6584
www.ManchesterNH.gov

4
BOARD OF HEALTH
Nicholas Skaperdas, D.M.D., Clerk
Jazmin Miranda-Smith, M.Ed.
Carol Bednarowski
Laura Smith Emmick, M.D.
Mary Mongan, R.N.

Frederick A. Rusczek, M.P.H.
Public Health Director

Richard DiPentima, R.N., M.P.H.
Deputy Public Health Director

January 24, 2006

Virginia Lamberton, Director
Human Resources Department
One City Hall Plaza
Manchester NH 03101

RE: Reorganization of Health Department to Deal with Impending Retirement of Deputy Director

Dear Ms. Lamberton:

With the impending retirement of Richard DiPentima, the Health Department seeks to reorganize its staff in order to meet current work needs.

At no time in memory has the need for knowledgeable and skilled public health workers been so important to the protection of the public. Mr. DiPentima had a broad array of public health knowledge and skills that was developed over a career in public health. We are fortunate to have several professionally prepared staff who can provide quality public health services to the community for many years to come. With our proposed reorganization, we plan to redistribute the deputy director's duties to senior managers and to raise staff salaries commensurate with new duties. This will free up the resources needed to hire a public health specialist and a part time clerk which are necessary for our operations, while expanding the expert knowledge of existing staff.

There are three intended outcomes of this reorganization:

1. The financial resources of the Deputy Director position will be utilized to meet pressing public health needs, through the creation of a lower pay level public health specialist position and a part time customer service representative to support administrative functions.
2. Existing health department staff will subsume Deputy Director responsibilities in this reorganization, and in the process will increase the depth of public health management skills with the department.
3. Create a cost savings, albeit modest.

The work that the deputy completes for the department is necessary work. Our organization is such that we don't use duplicative staff to complete duties, so there isn't anyone else who has been working with the deputy director who can automatically assume this role. The Department also strives to use staff at the fullest extent of their professional expertise. For example, the

4
Department's Medical Director position is structured so that professional skills of a physician are not lost to administrative matters that staff at a lesser pay level can complete.

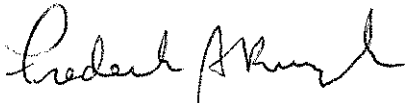
For this reason, the most practical and cost efficient resolution to how to complete the duties of the deputy position is to expand the duties of two qualified individuals currently on staff rather than continue the deputy position. This also serves the benefit of developing staff to handle the administration of Department matters and oversight of public health programs. To create the capacity of these two staff to complete the additional duties assigned with the elimination of the deputy position, the department seeks to create a public health specialist II position.

The part time customer service representative position that we desire to fill with the savings generated by this reorganization is necessary to complete clerical and receptionist duties. This 20 hour position was part of our staffing complement until we needed to abandon it in our FY 02 budget to meet appropriation levels. Among other duties associated with growing services, the position will enable us to complete new evening clinical duties without having to pay overtime.

Enclosed is a job description for a proposed public health administrator position that expands the duties of the public health preparedness and environmental health administrator position. Also enclosed is the proposed organizational chart and a spreadsheet that details the costs and savings of these changes.

Please feel free to call me at any time if you have any questions on this matter.

Sincerely,



Frederick A. Rusczek, MPH
Public Health Director

cc: Sean Thomas, Mayoral Assistant

4

City of Manchester New Hampshire

In the year Two Thousand and

six

AN ORDINANCE

"Amending Sections 33.024, 33.025 & 33.026 (Relating to the Reorganization of the Health Department) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Abolish Deputy Public Health Director
Establish Public Health Administrator

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Abolish Deputy Public Health Director, Grade 25
Establish Public Health Administrator, Grade 24, exempt
Reclassify (1) Public Health Specialist III, Grade 21 to Public Health
Administrator, Grade 24

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Abolish Deputy Public Health Director, Class Code 7107
Establish Public Health Administrator, Class Code 7114

This Ordinance shall take effect upon its passage and all Ordinances or parts of
Ordinances inconsistent therewith are hereby repealed.

4



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Public Health Preparedness Administrator
Class Code Number	7119-23-24

General Statement of Duties

Establish strategic leadership, direction, coordination and assessment of activities pertaining to bio-terrorism, infectious *and chronic* disease outbreaks and other public health threats and emergencies. Plans, directs, coordinates and supervises all ~~environmental~~ public health activities as assigned, to the Manchester Health Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure that all ~~environmental~~ *public* health concerns are addressed according to professional standards and that ~~environmental~~ laws are enforced. The work is performed under the supervision and direction of the Public Health Director but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees within a major division, or divisions within the Department the classes of Environmental Health Specialist I and II, Public Health Specialist I and II. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with City officials, business owners or managers, other City employees and the public.. The principal duties of this class are performed both indoors and outdoors, often in hazardous situations.

Examples of Essential Work (illustrative only)

- ~~Assess public health system capacities by conducting an integrated assessment of public health and legal system capacities;~~
- ~~Assist in the development of a statewide emergency response plan including mutual aid agreements, and the provision for regular exercises to test response proficiency;~~

- ~~Develop a city/regional plan to respond to acts of bio-terrorism, infectious disease outbreaks and other public health threats and emergencies;~~
- ~~Coordinate with federal response assets to develop a plan to receive and manage items from the National Pharmaceutical Stockpile;~~
- ~~Maintain~~ Develop a formal system to receive and evaluate urgent disease reports from all parts of the state and city on a 24 hour per day, 7 day per week basis;
- Rapidly and effectively investigate and respond to a potential terrorist event, *or other public health threat*, as evidenced by ongoing response to naturally occurring individual cases of urgent public health importance;
- ~~Develop and implement a jurisdiction-wide program to provide rapid and effective laboratory services by assisting the State Public Health Laboratory in improving relationships with clinical laboratories in Manchester and establish operational relationships with the Manchester Fire and Police Departments to provide laboratory support;~~
- Plan *Coordinate* a Health Alert Network that provides a 24/7 flow of critical health information among hospital emergency departments, state and local health departments, City agencies and others;
- Ensure ongoing protection of critical data and secure exchange of information by assessing and developing policies and procedures for protection of critical information and continuity of operations;
- Provide needed health/risk information to the public and key partners during a terrorism event or other public health emergency;
- Deliver appropriate education and training to key public health professionals, infectious disease specialists, emergency department personnel and other health care providers;
- Plans, directs, coordinates and supervises *public environmental* health activities *involving multiple programs*;
- ~~Performs environmental health, industrial hygiene, sanitary, disease control and epidemiological inspections;~~
- ~~Investigates complaints and inspection problems resolving them via standards, regulations and policies;~~
- Initiates and reviews inspection *public health* reports, *including communicable and chronic disease studies*;
- Initiates enforcement proceedings and testifies at legal proceedings;
- Reviews and authorizes issuance of permits and licenses;
- ~~Reviews and approves complex septic system plans;~~
- ~~Performs environmental health specialist duties as needed;~~
- Evaluates and recommends public health standards and legislation;
- Advises governmental, community organizations and individuals on environmental health, technical standards and departmental services;
- Plans and conducts professional level environmental and public health education training programs;
- Performs supervisory and personnel tasks relating to the division;
- Prepares, analyzes, reviews and critiques reports, records, correspondence, statistical data and related records;
- Assumes responsibilities of the Public Health Director as needed;

4

- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.
- *Plans, develops and coordinates public health policies and procedures;*
- *Coordinates all aspects of the Public Health Improvement/Community Assessment Division;*
- *Coordinates all Federal and other grant programs of the Department;*
- *Confers with Department staff to track implementation of policies and make specific recommendations and suggestions on Division or Departmental operations;*
- *Coordinates various committees relating to community health issues, including the "Healthy Manchester Coordinating Council;*
- *Develops interventions to meet community needs, including creating evaluation methods to assess progress of interventions;*
- *Collects and organizes data to identify community health needs;*
- *Conducts studies and surveys to assess community health needs;*
- *Organizes community support for public health activities;*
- *Performs special projects for the Public Health Director as requested;*
- *Serves as the Public Health Director during an absence;*

<p align="center">Required Knowledge, Skills and Abilities (at time of appointment)</p>
--

- | |
|--|
| <ul style="list-style-type: none"> • Comprehensive knowledge of the practices, principles and methods of environmental and public health administration; • Thorough knowledge of environmental <i>public</i> health practices, bioterrorism and industrial hygiene <i>disease prevention</i> principles; • Thorough knowledge of epidemiology, communicable diseases control, and insect vector control practices; • Thorough knowledge of applicable Federal, State and Municipal laws and regulations related to environmental and public health; • Thorough knowledge of and ability to complete complex septic system design and inspection reviews; • Thorough knowledge of hygiene matters and indoor air quality issues; • Thorough knowledge of supervisory practices and techniques; |
|--|

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- *Thorough knowledge of disease control programs;*
- *Thorough knowledge of preventative initiatives in public health areas;*
- *Thorough knowledge of current principles and practices of public administration;*
- *Thorough knowledge of budgetary principles within a municipality;*
- *Thorough knowledge of public/media relations principles;*
- *Ability to provide administrative direction within a municipal Department;*
- Ability to analyze ~~environmental~~ *public health* situations, to interpret findings in relation to public health, and to recommend effective and appropriate measures of control of environmental hazards;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Some knowledge of labor relations, public relations, and budget activities;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in ~~Environmental Sciences~~, Public Health or a closely related field; and
- Considerable experience in public or environmental health work, including ~~some~~ supervisory role; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- ~~New Hampshire Designer of Subsurface Disposal System License;~~
- Valid New Hampshire Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;

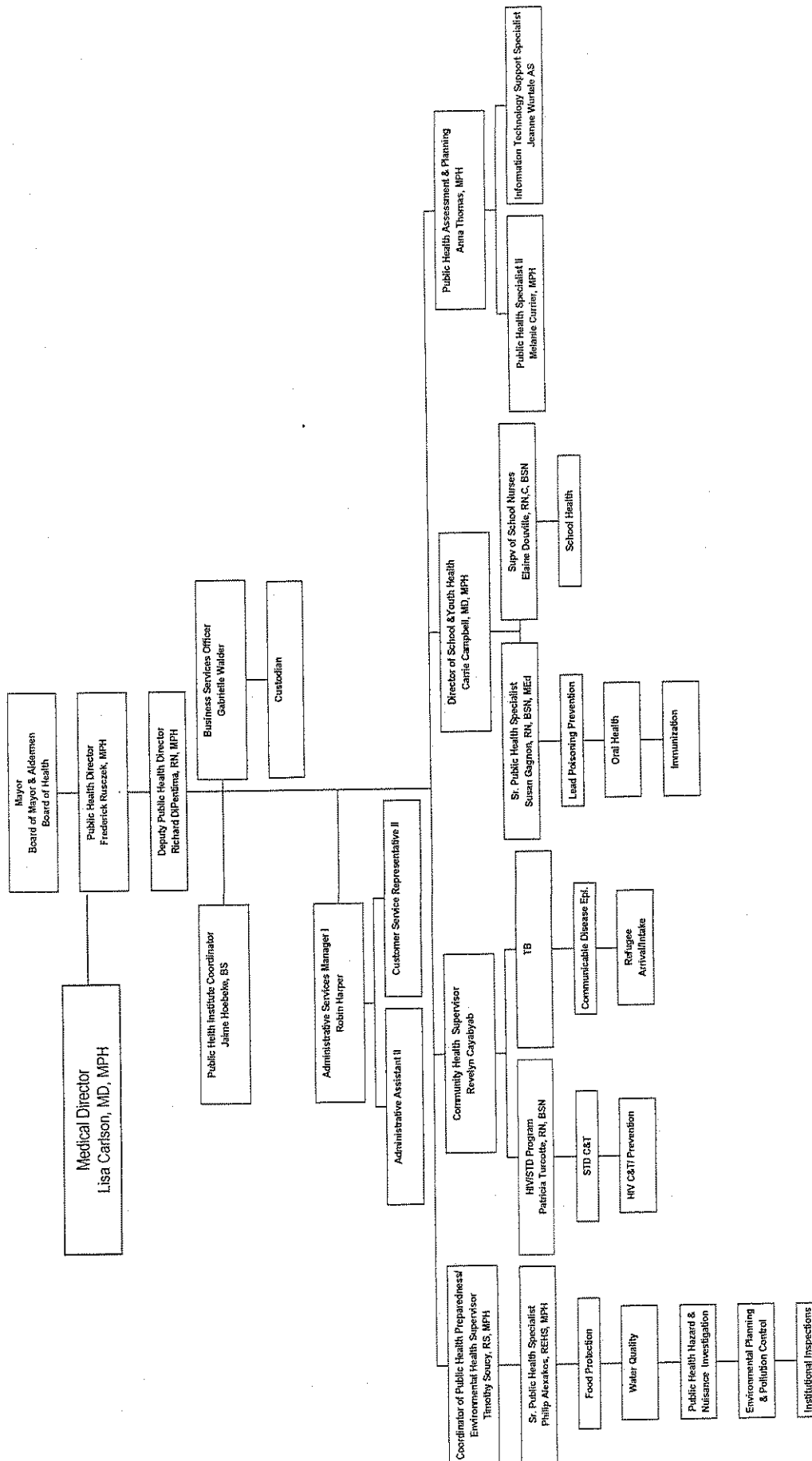
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to function in review a wide variety of material in both electronic and hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to function in operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function in have access to various work sites throughout the City.

Approved by: BMA Date: 11/19/02

Date Established: 11/19/02

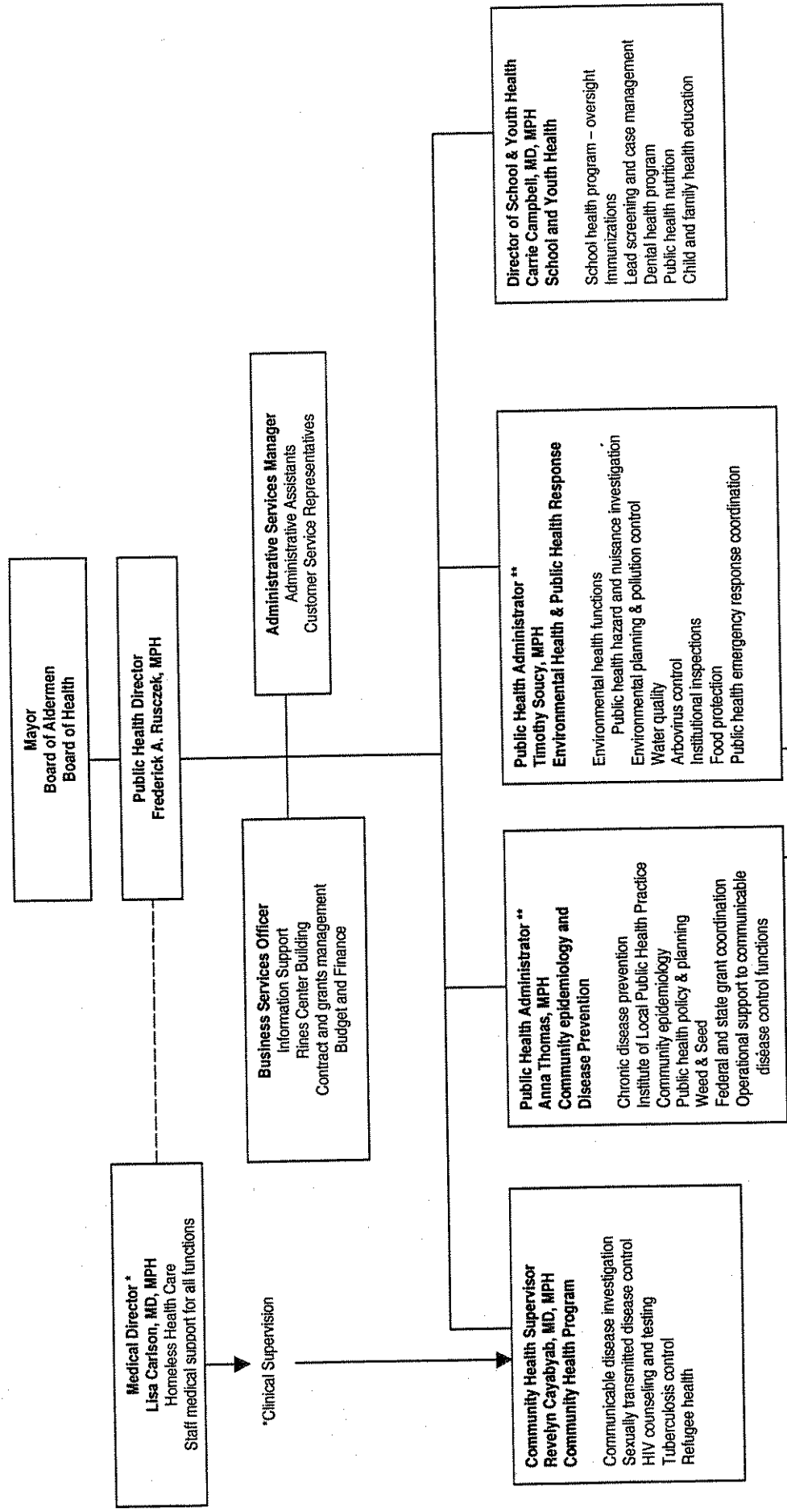
Current org. chart

Manchester Health Department Program Organizational Chart



Proposed Chart

MANCHESTER HEALTH DEPARTMENT ORGANIZATIONAL CHART



**** Public Health Administrator additional responsibilities**
Administrative backup to Department Director
Examples: Board of Mayor and Aldermen/City Meetings
Negotiations
Budget (policy decisions when Director absent)

FINANCIAL CONSIDERATIONS OF HEALTH DEPARTMENT RESTRUCTURING

Elimination of Deputy Public Health Director Position

Resultant Savings:

Approximate FY 05 Salary and benefits for deputy position	<u>\$111,000</u>
---	------------------

New costs:

- | | | |
|----|---|----------|
| 1. | Upgrade two senior staff to new public health administrator classification (salary and benefits): | \$21,408 |
| 2. | New positions | |
| | .5 FTE customer service representative | \$23,332 |
| | Public health specialist II | \$57,645 |
| | (benefits @ 35 %) | |

Total New Costs	<u>\$0</u>
-----------------	------------

Net Savings:	\$8,615
--------------	---------



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



January 6, 2006

Alderman Theodore L. Gatsas, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Proposed Updates for Class Specifications

Dear Alderman Gatsas and Members of the Committee:

It has been approximately seven years since most of the class specifications have been reviewed and updated to ensure that they are consistent with the duties and responsibilities that are assigned to positions. Therefore, I have begun to work with departments to review their class specifications and make recommendations for language changes to keep them up to date.

The first department that I will present to you is the Planning and Community Development. Director MacKenzie and his staff have reviewed the class specifications that are just assigned to that department and make recommendations for the following changes. The class specifications are:

Planning Director
Conservationist
Planner I, II, III and IV

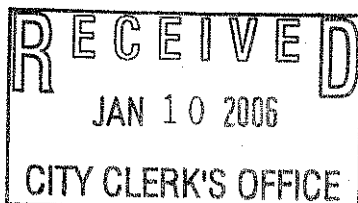
The words that are underlined are to be deleted. The words that are in bold black are the proposed additions/changes.

I respectfully request that you approve the modifications to the class specifications at this point and time. There are no requests to change class titles or salary grades.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Cc: Robert MacKenzie, Director





City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Planning Director
Class Code Number	1370-29

General Statement of Duties

Plans, organizes and directs the operations and activities of the Planning Department and **Community Development Department**; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide administrative oversight to all operations and activities of the Planning Department. The work is performed under the supervision and direction of the Planning Board and Board of Mayor and Alderman but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees within the Planning Department and Community Development Department. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Planning Board, the Board of Mayor and Alderman, business and community groups, outside auditors, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Plans, organizes, directs and evaluates the work of Departmental Managers in implementing the expressed goals, policies and directives of the Planning Department and **Community Development Department**;

- Develops policies and procedures designed to increase the efficiency and effectiveness of Departmental operations and address all related planning and development processes within the City of Manchester;
- Develops and administers the Departmental budget;
- Confers with Department management team to track implementation of policies and receive specific recommendations and suggestions on Division or Departmental operations;
- Provides status reports to the Planning Board and the Board of Mayor and Alderman on Departmental operations, any major shift in policies or procedures and recommendations for future development;
- Coordinates the regulatory processes between private development interests and the City's Land Use Boards;
- Coordinates the preparation, planning, adoption and implementation of the Community Improvement Program with the Board of Mayor and Alderman and participating City Department Heads;
- Performs professional planning duties in long-range planning activities, including the preparation of comprehensive plans;
- **Works with other community leaders, businesses and organizations to promote sound planning and development goals;**
- Coordinates State and Federal grant applications, monitoring and reporting;
- Promotes an environment within the Planning Department conducive to consensus building and conflict resolution in and among participants in community development projects;
- Participates in various aspects of personnel administration within the Department, including hiring, termination, grievance procedures and coordination of employee training;
- Serves as the chief spokesperson for the Planning Department;
- Performs special projects for the Planning Board and the Board of Mayor and Alderman as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities
(at time of appointment)**

- Comprehensive knowledge of the theory, principles and practices of community development, land planning and urban redevelopment;
- Comprehensive knowledge of the demographics of the City of Manchester and surrounding region;
- Comprehensive knowledge of available real estate, transportation, education, health, public safety, public utility and social services resources in the City and surrounding region;
- Comprehensive knowledge of current principles and practices of public administration;
- Comprehensive knowledge of budgetary principles within a municipality;
- Comprehensive knowledge of relevant City ordinances and regulations;
- Comprehensive knowledge of City planning and zoning activities and relevant ordinances and regulations;
- Comprehensive knowledge of budgetary principles within a municipality;
- Ability to perform and oversee complex financial auditing and reporting procedures within a municipality;
- Ability to provide administrative direction within a municipal Department;
- Ability to supervise, train, evaluate and lead the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Urban Planning, Public Administration or a closely related field; and
- Extensive experience in planning operations within a municipality.; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- American Institute of Certified Planners preferred.
- **Possession of a New Hampshire Drivers license or access to transportation.**

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area.

Approved by: _____ Date: _____



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Conservationist
Class Code Number	4215-13

General Statement of Duties

Plans, coordinates and organizes the City's Urban Pond Restoration Program; performs directly related work as required.

Develops, plans, coordinates and organizes projects related to Natural Resource Protection;

Distinguishing Features of the Class

The principal function of an employee in this class is to coordinate and develop programs to restore the quality and health of Manchester Urban Ponds. The work is performed under the supervision and direction of the Conservation Commission and the Chief Sanitary Engineer, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Conservation Commissioners, State and Federal officials, business and community groups, local environmental education specialists and the public. The principal duties of this class are performed in both a general office environment and at various field sites throughout the City.

The principle function of an employee in this class is to coordinate and develop programs to maintain, enhance, or restore the quality and health of environmentally important features of the City (ie. urban pond water quality, biodiversity, unique features, etc.). The work is performed under the supervision of the Community Improvements Program Manager and the Planning Director, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain working relationships with the Conservation Commission, other City employees, State and Federal officials, business and community groups, local environmental education specialists and the public. The principle duties of this class are performed in both a general office environment and at various field sites throughout the City.

Examples of Essential Work
(illustrative only)

- Works with the Conservation Commission and Planning Department to identify effective projects for recommendation to the SEPP Executive Committee;
- Implements and maintains a database of information about the ponds so that all agencies involved can have access to the data;
- Maintains databases of information about water bodies and other environmental features in the City as appropriate;
- Acts as a contact for coordination of volunteer groups, matching groups with pond environmental projects;
- Collects and assesses water quality data of ponds to determine solutions for any existing problems; and other environmental data as appropriate;
- Organize community meetings to answer questions, discuss local interests, and obtain feedback on specific problems ; obtains feedback and discuss local interests as needed;
- Contacts and solicits companies for volunteer services and supplies;
- Prepares semi-annual periodic reports for submission to the Manchester Environmental Protection Department on completed projects; on projects and initiatives as required;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Substantial knowledge of water quality monitoring techniques;
- Substantial knowledge of fundamental freshwater and terrestrial ecology principles;
- Substantial knowledge of watershed assessment and planning techniques;
- Some knowledge Familiarity with of quality assurance and quality control principles;
- Some knowledge of Familiarity with data reporting formats;
- **Familiarity with wildlife and habitat management principles;**
- **Familiarity with conservation planning principles;**
- **Familiarity with GIS applications;**
- Ability to provide administrative direction within a municipal Department;
- Ability to organize, train, evaluate and lead the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;

5

- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Environmental Studies, Water Resources Management, or related; and
- Some experience in water quality restoration; or natural resource management; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- New Hampshire Driver's License;

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, that permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, that permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, that permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, that permits the employee to access work sites throughout the City and out of the area.

Approved by: BMA

Date: Approved 1/18/00



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Planner I
Class Code Number	1330-18

General Statement of Duties

Performs professional planning duties in support of planning initiatives within the City of Manchester; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to apply professional standards to planning, administration, coordination, research and implementation of parks, neighborhood, business development, urban re-vitalization and related within the City of Manchester. The work is performed under the direction of an assigned supervisor but some leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of administrative support staff. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, State and federal officials, representatives of neighborhood organizations, business and community organizations and the public. The principal duties of this class are performed in a general office environment and at on site locations throughout the community in all types of weather conditions.

Examples of Essential Work (illustrative only)

- Performs professional planning duties of component parts of plans, policies and programs in support of the City's goals in alignment with private and public development in the City of Manchester;
- Gathers and analyzes data on land use, transportation, recreation, open space needs, development and related based on present and future conditions;

- Coordinates and participates in the scheduling, completing and evaluating various construction and improvement activities and projects;
- Assists in the bid process for capital improvement projects;
- Assists in monitoring project accounts and funds;
- Assists in recommending improvements in facilities;
- Uses computerized modeling techniques, including forecasting, capacity analysis and related to determine impact of various plans on existing City conditions;
- Prepares recommendations for the review and consideration of City Boards and Commissions;
- Explains policies, procedures and regulations to the public, developers, business organizations, contractors, architects and related;
- Performs on-site inspections to determine conformance with improved plans;
- Checks zoning regulations applicable to a particular property and provides all related information to stakeholders;
- Catalogues and maintains official subdivision and site plan documents and other improvement plans for the department and public access;
- Establishes procedures for collecting, summarizing and storing programmatic data to improve program effectiveness using computers, source documents and related;
- Prepares reports for public review, internal use or review by outside organizations, including graphics, to describe projects and program goals or activities;
- Prepares and makes presentations before citizen groups, City commissions, hearing officers and/or the Board of Mayor and Alderman as requested;
- Determines the appropriateness and validity of data for use in various projects and makes recommendations for additional data collection as needed;
- Prepares reports to funding agencies on the status of grant-funded projects;
- Analyzes rules, laws and regulations of other agencies to determine their impact on the City of Manchester;
- Coordinates the work of outside planning consultants;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Substantial knowledge of land use theory, urban design, economics, recreation planning, municipal finance operations, land use law, demographics, environmental design, resource development and ecology;

- Substantial knowledge of the methods used for citizen involvement in planning projects;
- Substantial knowledge of data gathering and research techniques;
- Substantial knowledge of the theory and methods for formulating land use policies and related;
- **Substantial knowledge of Arc GIS 8 or greater;** (Parks Department only)
- **Substantial knowledge in Auto Cadd 2000 or greater;** (Parks Department only)
- Substantial knowledge of the current principles and practices involved in urban planning research;
- **Some knowledge in preparation of grant applications for Federal, State, and private funding;**
- Some knowledge of practices and techniques of construction and design;
- Some knowledge in developing and maintaining public facilities;
- Some knowledge of requirements for public bidding and procurement process;
- Some knowledge of cartography;
- Some knowledge of, or the ability to quickly learn, the architectural, economic and cultural history of the City of Manchester;
- Ability to read and interpret architectural and engineering designs and specifications, including planimetric, topographic, geologic, hydrological, statistical maps, charts and graphs;
- Ability to performs basic designs;
- Ability to make public presentations on complex planning designs and municipal operations and represent the City in a professional capacity;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on all facets of planning operations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to operate or quickly learn AutoCAD and Engineering software;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Urban Planning, Architecture, Landscape Architecture, Public Administration or related; and
- Some experience related activities; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.
- **Two years of additional work experience in municipal planning operations plus a Bachelor's degree may be substituted for the Master's Degree.**

5

Required Special Qualifications

- Possession of a NH driver's license or access to transportation.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform on-site inspections and review plans, designs and drawings;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: BMA Date: March 7, 2000Revised by: BMA Date: May 17, 2005

5



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Planner II
Class Code Number	1340-19

General Statement of Duties

Performs professional planning duties in support of planning initiatives within the City of Manchester; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to apply professional standards to planning, administration, coordination, research and implementation of neighborhood, business development, urban re-vitalization and related within the City of Manchester. The work is performed under the supervision and direction of the Planner IV and Planning Director but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of administrative support staff. This class is distinguished from the class of Planner I by the performance of planning duties with less oversight, including completing minor projects autonomously. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, State and federal officials, representatives of neighborhood organizations, business and community organizations and the public. The principal duties of this class are performed in a general office environment.

5

Examples of Essential Work
(illustrative only)

- Performs professional planning duties in the development of plans, policies and programs in support of the City's goals in alignment with private development in the City of Manchester;
- Gathers and analyzes data on land use, transportation, development and related based on present and future conditions;
- Uses computerized modeling techniques, including forecasting, capacity analysis and related to determine impact of various plans on existing City conditions;
- Prepares recommendations for the review and consideration of the Planning Board various boards and commissions;
- Explains policies, procedures and regulations to the public, developers, business organizations, contractors, architects and related;
- Performs on-site inspections to determine conformance with improved plans;
- Checks zoning regulations applicable to a particular property and provides all related information to stakeholders;
- Catalogues and maintains official subdivision and site plan documents for public access;
- Establishes procedures for collecting, summarizing and storing programmatic data to improve program effectiveness using computers, source documents and related;
- Prepares reports for public review, internal use or review by outside organizations, including graphics, to describe projects and program goals or activities;
- Prepares and makes presentations before citizen groups, City commissions, hearing officers and/or the Board of Mayor and Alderman as requested;
- Determines the appropriateness and validity of data for use in various projects and makes recommendations for additional data collection as needed;
- Prepares reports to funding agencies on the status of grant-funded projects;
- Analyzes rules, laws and regulations of other agencies to determine their impact on the City of Manchester;
- Coordinates the work of outside planning consultants, including transportation planning;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities (at time of appointment)

- Substantial knowledge of land use theory, urban design, economics, municipal finance operations, land use law, demographics, environmental design, resource development and ecology;
- Substantial knowledge of the methods used for citizen involvement in planning projects;
- Substantial knowledge of data gathering and research techniques;
- Substantial knowledge of the theory and methods for formulating land use policies and related;
- Substantial knowledge of the current principles and practices involved in urban planning research;
- Some knowledge of cartography;
- **Substantial knowledge of computer mapping systems such as ARCMAP;**
- Some knowledge of, or the ability to quickly learn, the architectural, economic and cultural history of the City of Manchester;
- Ability to read and interpret architectural and engineering designs and specifications, including planimetric, topographic, geologic, hydrological, statistical maps, charts and graphs;
- Ability to performs basic designs;
- Ability to make public presentations on complex planning designs and municipal operations and represent the City in a professional capacity;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on all facets of planning operations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Urban Planning, Architecture, Public Administration or related; and
- Some experience in municipal planning operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

5

- Two years of additional work experience in municipal planning operations plus a bachelor's degree may be substituted for the Master's Degree

Required Special Qualifications

- Possession of a New Hampshire drivers license or access to transportation.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform on-site inspections and review plans, designs and drawings;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: _____ Date: _____

5



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Planner III
Class Code Number	1350-21

General Statement of Duties

Performs professional planning duties in support of planning initiatives within the City of Manchester; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to apply professional standards to planning, administration, coordination, research and implementation of neighborhood, business development, **Housing**, urban re-vitalization and related within the City of Manchester. The work is performed under the supervision and direction of the Planner IV and Planning Director but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of administrative support staff. This class is distinguished from the class of Planner II by the completion of more complex planning projects. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, State and federal officials, representatives of neighborhood organizations, business and community organizations and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Performs professional planning duties in the development of plans, policies and programs in support of the City's goals in alignment with private development in the City of Manchester;

5

- Provides professional staff support for external committees, (historic preservation, neighborhood organizations, business enterprise zone areas etc.);
- Gathers and analyzes data on land use, transportation, development, **housing** and related based on present and future conditions;
- Uses computerized modeling techniques, including forecasting, capacity analysis and related to determine impact of various plans on existing City conditions;
- Prepares recommendations for the review and consideration of the Planning Board;
- Completes programming of funding for capital and other community development projects;
- Interprets and applies federal and state regulations;
- Monitors and performs financial tracking of projects to ensure compliance with regulations and goals;
- Performs reporting to Federal agencies and coordination of planning and development activities between departments;
- Explains policies, procedures and regulations to the public, developers, business organizations, contractors, architects and related;
- Performs on-site inspections to determine conformance with improved plans;
- Checks zoning regulations applicable to a particular property and provides all related information to stakeholders;
- Catalogues and maintains official subdivision and site plan documents for public access;
- Establishes procedures for collecting, summarizing and storing programmatic data to improve program effectiveness using computers, source documents and related;
- Prepares reports for public review, internal use or review by outside organizations, including graphics, to describe projects and program goals or activities;
- Prepares and makes presentations before citizen groups, City commissions, hearing officers and/or the Board of Mayor and Alderman as requested;
- Determines the appropriateness and validity of data for use in various projects and makes recommendations for additional data collection as needed;
- Prepares reports to funding agencies on the status of grant-funded projects;
- Analyzes rules, laws and regulations of other agencies to determine their impact on the City of Manchester;
- Coordinates the work of outside planning consultants, including transportation planning;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities (at time of appointment)

- Thorough knowledge of land use theory, urban design, economics, municipal finance operations, land use law, demographics, **housing** environmental design, resource development and ecology;
- Thorough knowledge of the methods used for citizen involvement in planning projects;
- Thorough knowledge of data gathering and research techniques;
- Thorough knowledge of the theory and methods for formulating land use policies and related;
- Thorough knowledge of the current principles and practices involved in urban planning research;
- Substantial knowledge of cartography;
- Substantial knowledge of, or the ability to quickly learn, the architectural, economic and cultural history of the City of Manchester;
- Ability to read and interpret architectural and engineering designs and specifications, including planimetric, topographic, geologic, hydrological, statistical maps, charts and graphs;
- Ability to performs basic designs;
- Ability to make public presentations on complex planning designs and municipal operations and represent the City in a professional capacity;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on all facets of planning operations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Urban Planning, Architecture, Public Administration or related; and
- Considerable experience in municipal planning operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

- Two years of additional experience in municipal planning operations along with a Bachelor's may be substituted for the Master's degree.

Required Special Qualifications

- Possession of a New Hampshire Drivers license or access to transportation.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform on-site inspections and review plans, designs and drawings;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: _____ Date: _____



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Planner IV
Class Code Number	1360-23

General Statement of Duties

Performs professional planning duties in support of planning initiatives within the City of Manchester; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to apply professional standards to planning, administration, coordination, research and implementation of neighborhood, business development, urban re-vitalization and related within the City of Manchester. The work is performed under the supervision and direction of the Planning Director but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Planner I, II and III and administrative support staff. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, State and federal officials, representatives of neighborhood organizations, business and community organizations and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Performs professional planning duties in the development of plans, policies and programs in support of the City's goals in alignment with private development in the City of Manchester;

- Supervises, trains, evaluates and coordinates the work of professional planning staff, assigns and reviews plans and coordinates the involvement of several staff members on large planning projects;
- Performs professional planning in the development/revision of the City's Comprehensive Plan;
- Provides staff support to the Planning and Zoning Commission **Board and CIP Committee**;
- Provides professional staff support for external committees, (historic preservation, neighborhood organizations, business enterprise zone areas etc.);
- Gathers and analyzes data on land use, transportation, development and related based on present and future conditions;
- Uses computerized modeling techniques, including forecasting, capacity analysis and related to determine impact of various plans on existing City conditions;
- Prepares recommendations for the review and consideration of the Planning Board;
- Explains policies, procedures and regulations to the public, developers, business organizations, contractors , architects and related;
- Performs on-site inspections to determine conformance with improved plans;
- Checks zoning regulations applicable to a particular property and provides all related information to stakeholders;
- Catalogues and maintains official subdivision and site plan documents for public access;
- Establishes procedures for collecting, summarizing and storing programmatic data to improve program effectiveness using computers, source documents and related;
- Prepares reports for public review, internal use or review by outside organizations, including graphics, to describe projects and program goals or activities;
- Prepares and makes presentations before citizen groups, City commissions, hearing officers and/or the Board of Mayor and Alderman as requested;
- Determines the appropriateness and validity of data for use in various projects and makes recommendations for additional data collection as needed;
- Prepares reports to funding agencies on the status of grant-funded projects;
- Analyzes rules, laws and regulations of other agencies to determine their impact on the City of Manchester;
- Coordinates the work of outside planning consultants, including transportation planning;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities
(at time of appointment)**

- Comprehensive knowledge of land use theory, urban design, economics, municipal finance operations, land use law, demographics, environmental design, resource development and ecology;
- Comprehensive knowledge of the methods used for citizen involvement in planning projects;
- Comprehensive knowledge of data gathering and research techniques;
- Comprehensive knowledge of the theory and methods for formulating land use policies and related;
- Comprehensive knowledge of the current principles and practices involved in urban planning research;
- Thorough knowledge of cartography;
- **Comprehensive knowledge of capital improvement programming;**
- Thorough knowledge of, or the ability to quickly learn, the architectural, economic and cultural history of the City of Manchester;
- Ability to read and interpret architectural and engineering designs and specifications, including planimetric, topographic, geologic, hydrological, statistical maps, charts and graphs;
- Ability to performs basic designs;
- Ability to make public presentations on complex planning designs and municipal operations and represent the City in a professional capacity;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to supervise, train, evaluate and coordinate the work of others;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on all facets of planning operations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

5

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree in Urban Planning, Architecture, Public Administration or related; and
- Extensive experience in municipal planning operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- **Possession of a New Hampshire drivers license or access to transportation.**

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform on-site inspections and review plans, designs and drawings;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to all areas of the City.

Approved by: _____ Date: _____

6



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



January 17, 2006

Alderman Theodore L. Gatsas, Chairman
Human Resources and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Proposed Updates for Class Specifications – Waterworks

Dear Alderman Gatsas and Members of the Committee:

Due to the fact that it has been approximately seven years since the implementation of the Yarger Decker System, it seems like a good time to review all of the class specifications to ensure that they are up to date and contemporary. Therefore, I have begun to work with departments to review their class specifications to ensure that the specifications reflect the needs of today.

Waterworks has reviewed the class specifications that are unique to their Department. Director Bowen and his staff are recommending minor changes to several class specifications. The class specifications are:

Meter Reader I
WTP Chief Operator
Watershed Forester
Water Supply Administrator
Assistant Waterworks Director
Equipment Maintenance Supt I
Utility Inspector II

Meter Reader II
Waterworks Emergency Technician
Distribution Operations Superintendent
Water Financial Administrator
Waterworks Director
Utility Inspector II

The words that are underlined are to be deleted. The words that are in bold black are the proposed additions/changes.

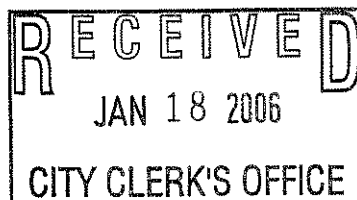
I respectfully request that you approve the modifications to the class specifications. There are no requests to change class titles or salary grades.

Respectfully submitted,

Virginia A. Lamberton

Virginia A. Lamberton
Human Resources Director

Cc: Tom Bowen, Director





City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Meter Reader I
Class Code Number	4150-11

General Statement of Duties

Reads meters of Manchester Waterworks customers; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure all data pertinent to water service is collected. The work is performed under the supervision and direction of the Meter Operations Supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees and the public. The principal duties of this class are performed in an outdoor work environment, involving the use of vehicles and walking to cover up to ten miles of roadways per day.

Examples of Essential Work (illustrative only)

- Reads meters electronically on assigned route to collect water consumption information used in customer billing operations;
- Walks, drives or rides assigned route, as expedient, to read water meters on the inside or outside of homes and businesses;
- Explains Water Department policies and procedures to home and business owners as requested;
- Notifies appropriate Waterworks personnel of any damages/broken meters;

- Cleans and services meters in the repair shop as needed;
- Participate in the setting of heavy meters with Water Meter Repair Technicians;
- Takes shortest and safest routes possible in transportation operations, obeying all traffic laws and monitoring other traffic;
- Practices defensive driving techniques;
- Collects monies for delinquent accounts and terminates service as required;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- **Performs snow removal around hydrants;**
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>
--

- Thorough knowledge of (or the ability to quickly learn) the geographical layout of the City of Manchester and surrounding service area;
- Substantial knowledge of the functions of meter reading operations;
- Some knowledge of Water Department goals and policies;
- Ability to walk long distances (up to ten miles) and maintain assigned schedules in extreme weather conditions;
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involved with Waterworks activities and policies;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;

6

- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Some experience in related operations, preferably with some customer service component; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor activities in assigned area;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to drive a vehicle, operate a hand held meter reading machine and use related equipment;
- Sufficient strength to lift objects weighing 50 pounds on occasion; and objects weighing 25 pounds frequently;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to walk long distances and operate a vehicle and have access to all areas of the City and surrounding service area.

Approved by: _____ Date: _____



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Meter Reader II
Class Code Number	4160-12

General Statement of Duties

Reads meters of Manchester Waterworks customers; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure all data pertinent to water service is collected. The work is performed under the supervision and direction of the Meter Operations Supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Meter Reader I by the additional responsibility of dealing with high water usages and resolving customer oriented issues. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees and the public. The principal duties of this class are performed in an outdoor work environment, involving the use of vehicles, bicycles and walking to cover up to ten miles of City roadways per day.

Examples of Essential Work (illustrative only)

- Reads meters in cases of high water usages;
- Investigates customer complaints/problems and takes steps within Water Department policies to resolve all such situations;
- Tests back flow valves;

6

- Reads meters electronically on assigned route to collect water flow information used in customer billing operations;
- Walks, drives or rides assigned route, as expedient, to access water meters on the inside or outside of homes;
- Explains Water Department policies and procedures to home and business owners as requested;
- Notifies appropriate Waterworks personnel of any damages/broken meters;
- Cleans and services meters in the repair shop as needed;
- Participate in the setting of heavy meters with Water Meter Repair Technicians;
- Takes shortest and safest routes possible in transportation operations, obeying all traffic laws and monitoring other traffic;
- Practices defensive driving techniques;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- **Performs snow removal around hydrants;**
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>

- Thorough knowledge of (or the ability to quickly learn) the geographical layout of the City of Manchester;
- Thorough knowledge of the functions of meter reading operations;
- Thorough knowledge of Water Department goals and policies;
- Ability to walk long distances (up to ten miles) and maintain assigned schedules in extreme weather conditions;
- Ability to tests back flow valves;
- Ability to deal with a wide range of persons, including situations in which individuals may be upset over some issue involved with Waterworks activities and policies;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;

- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Considerable experience in related operations, preferably with some customer service component; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor activities in assigned area;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to drive a vehicle, operate a hand held meter reading machine and use related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to walk long distances, ride a bicycle, operate a vehicle and have access to all areas of the City.

Approved by: _____ Date: _____



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	WTP Chief Operator
Class Code Number	4240-19

General Statement of Duties

Oversees the operations of equipment, systems and related facility features at the Water Treatment Plant; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure the operable working condition of Treatment Plant systems to deliver safe drinking water. The work is performed under the supervision and direction of the Water Supply Administrator but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of WTP Operator Trainee, WTP Operator I and WTP Operator II. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees and the public. The principal duties of this class are performed in a Water Treatment Plant facility.

Examples of Essential Work (illustrative only)

- Supervises the operational and technical activities of the Water Treatment Plant;
- Organizes and supervises the activities of WTP Operators on assigned shifts;
- Organizes shift activities, prioritizes and delegates work and completes daily time records
- Develops duty rotations and schedule of duties of staff;

- Provides individual or group instruction to crew members on proper operation of equipment and other duties;
- Develops safe and standard operating procedures for plant operations activities;
- Handles processes of a more technical or difficult nature;
- Orders chemicals used in the operation of the Water Treatment Plant;
- Inspects plant and pumping stations to ensure hygienic and operational standards;
- Observes variations in operating conditions and makes equipment and process related adjustments;
- Monitors computer generated information relating to water issues and takes appropriate actions based on that information;
- Performs other duties of WTP Operators as necessary;
- Maintains thorough and accurate documentation of all operations activities;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of the techniques and operations of machinery, computer, electrical and mechanical systems involved in water treatment processes;
- Comprehensive knowledge of natural sciences and mathematics appropriate to assigned tasks;
- Comprehensive knowledge of automated process control systems and related software;
- Comprehensive knowledge of operation and maintenance of plant equipment;
- Comprehensive knowledge of safety procedures in working in confined space and around hazardous materials and hazardous areas;
- Thorough knowledge of Federal Clean Water Act guidelines and other Federal, State and local regulations which affect plant operations;
- Thorough knowledge of carbon regeneration processes;
- Ability to perform mechanical repairs on pumps, motors, power generators and regeneration equipment;
- Ability to supervise, train, evaluate and coordinate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;

6

- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Associates Degree in related field **preferred**; and
- Extensive experience in water treatment processes; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire Driver's License;
- State of New Hampshire Grade III Operator's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform assigned tasks;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to work in confined spaces and around hazardous materials;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform assigned tasks in confined spaces within the treatment plant.

Approved by: _____ Date: _____



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Waterworks Emergency Technician
Class Code Number	4260-16

General Statement of Duties

Performs emergency repair duties on the City's water system; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to deal with water breaks and related emergencies. The work is performed under the supervision and direction of the Distribution Operations Superintendent but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Public Services Worker III by the performance of emergency repair operations. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, law enforcement and emergency services personnel and the public. The principal duties of this class are performed in an outdoor work environment with potential personal hazards.

Examples of Essential Work (illustrative only)

- Investigates water main and service leaks, water quality, pressure anomalies and frozen and/or broken water lines;
- Takes information from the public regarding breaks and related emergencies;
- Completes emergency on-call duties;
- Locates and marks locations on existing facilities in field in compliance with the state of New Hampshire's Dig Safe Program;
- Performs water systems construction, maintenance and repair functions, including laying water mains, digging trenches, installing water valves, installing water main taps and service

6

- taps, cutting pipe, cleaning and lining old mains and installing and repairing fire hydrants, (including snow removal on fire hydrants);
- Re-routes traffic patterns to ensure safety of City personnel, outside contractors and related with a minimal impact to traffic routes;
 - Loads and unloads trucks, drives trucks and other related motorized equipment as necessary;
 - Plows, sands and salts streets;
 - Removes snow from sidewalks, common areas, and hydrants;
 - Performs physical duties associated with natural disasters and other emergencies;
 - Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
 - Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
 - Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
 - Responds to citizens' questions and comments in a courteous and timely manner;
 - Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
 - Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Thorough knowledge of water construction, maintenance and repair activities;
- Thorough knowledge of all safety procedures and practices as applied to civil construction projects;
- Skill in the construction and maintenance of municipal water operations;
- Ability to train, supervise and coordinate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.
- **Substantial knowledge of plumbing systems.**

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and

- Considerable experience in streets, water and/or sewer construction; or Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- On-call status;
- Class B CDL.
- **Water Distribution System Operator License, Grade 1**

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to work safely in heavy traffic and heavy equipment operation;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools continuously and to lift and carry, through a full range of motion, up to 100 pounds occasionally, 50 pounds frequently, and 20 pounds continuously;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in trenches, in rough terrain and access construction equipment and to be able to stoop, kneel, crouch, stand, walk, push, pull, climb and grasp repetitively.

Approved by: _____ Date: _____



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Watershed Forester
Class Code Number	4310-21

General Statement of Duties

Manages the maintenance of the City's watershed; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform professional forestry duties and oversee patrol, maintenance and forestry operations in the protection of the City's watershed. The work is performed under the supervision and direction of the Water Supply Engineer but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Water/Wastewater Patrol Officer and related maintenance personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Manchester Police Department, outside contractors and the public. The principal duties of this class are performed in an outdoor environment with potential personal hazards.

Examples of Essential Work (illustrative only)

- Manages timber resources within the land area of the City watershed, including planning, scheduling and supervising the work of maintenance personnel in forestry operations;
- Participates in, trains personnel and provides technical oversight to forest cultivation activities;
- Conducts forest inventories, inspections and disease and insect surveys;

- Manages patrol activities within the watershed area, including supervising patrol personnel, training Patrol officers and explaining environmental conditions of enforcement;
- Monitors contracts for forestry operations, and ensures compliance with all contractual obligations;
- Develops, initiates and implements watershed rules and regulations;
- Coordinates watershed forestry, wildlife and land management programs with local, State and Federal programs and ensures compliance with all applicable laws;
- Testifies in tax assessments and judicial hearings;
- Prepares easements, agreements and leases;
- Completes budget preparation for assigned area;
- Establishes job priorities and time frames for assigned personnel;
- Monitors completion of job assignments to ensure compliance with standards and instructions and revises instructions and time frames as necessary;
- Trains employees on equipment, task procedures, work standards and proper safety procedures;
- Completes thorough and accurate reports on daily work activities, including tasks completed;
- Reviews and analyzes methods, policies, procedures and performance to implement or recommend implementation of objective improvement systems;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities
(at time of appointment)

- Comprehensive knowledge of principles, practices and standards for the care, maintenance and security of a watershed for a sizeable municipality;
- Comprehensive knowledge of all local, State and Federal laws pertaining to watershed operations;
- Comprehensive knowledge of the procedures and equipment used in Forestry operations;
- Comprehensive knowledge of tree care, including the use of common insecticides, fungicides and fertilizers;
- Comprehensive knowledge of hazards and safety precautions of tree cutting, pruning and chipping;

6

- Comprehensive knowledge of trees, flowers, shrubs, grass planting, cultivation, pruning and other aspects of plant propagation and care, including the use of common pesticides and fertilizers;
- Comprehensive knowledge of plant biology and the common and botanical names of trees, flowers, shrubs and grasses native to or transplanted to New Hampshire;
- Thorough knowledge of horticultural principles and practices;
- Ability to supervise, train, evaluate and coordinate the work of others;
- Ability to oversee the work of outside contractors;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's **Bachelor's** Degree in Forestry **or related field; and**
- Considerable experience in forestry operations, preferably with some involvement in watershed maintenance; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Registered Forester **preferred**.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to observe tree conditions and work in progress;

b

- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate chain saws and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to climb trees and work in confined spaces.

Approved by:_____ Date:_____



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Distribution Operations Superintendent
Class Code Number	4315-21

General Statement of Duties

Manages and supervises operational activities within the water distribution system; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to oversee installation, maintenance and repair activities. The work is performed under the supervision and direction of Water Distribution Administrator but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Public Services Worker, Equipment Operator, Waterworks Emergency Technician, Waterworks Supervisor and related maintenance personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in an outdoor work environment.

Examples of Essential Work (illustrative only)

- Oversees, plans, directs and organizes the Water Distribution section of the Water Department, including management of all daily work;
- Coordinates multiple projects at any given time with various work crews;
- Directly oversees Waterworks Supervisors in the completion of all assigned tasks;

- Designs methods for work activities to increase efficiency and effectiveness in Water system installation, repair and maintenance functions;
- Oversees in the distribution of assignments and monitoring of work accomplished;
- Investigates complaints from citizens regarding a distribution function, ensures all personnel act in a professional manner and according to prescribed guidelines and provides information on Waterworks operations to any inquiring party;
- Assigns work to work crews, determines crew size, sets objectives and oversees final outcome;
- Obtains street permits for all scheduled work;
- Schedules taps and hydrant installations;
- Performs final inspections of all completed work;
- Provides status reports to the Water Distribution Administrator on operational activities;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>
--

- Comprehensive knowledge of water distribution installations, repair and maintenance;
- Comprehensive knowledge of geography, streets and business locations;
- Comprehensive knowledge of traffic hazards and traffic safety principles, practices and procedures;
- Comprehensive knowledge of the operation and maintenance of construction and maintenance equipment, including backhoes, trucks, asphalt sealers, rollers and tampers, sewer cleaning equipment, snow plows, street sweepers and related;
- Comprehensive knowledge of safety practices for equipment, hand and power tools;
- Thorough knowledge of supervisory principles and practices;
- Some knowledge of surveying principals and practices;
- Ability to supervise, evaluate, coordinate and train the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;

- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School, **Associates Degree in Civil Engineering preferred; or possession of a GED; and**
- Extensive experience in water distribution operations, including some supervisory role; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- On Call Status (MWW);
- Valid New Hampshire Driver's License;
- Water Distribution Operator's License, Grade III.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect civic construction work under conditions encountered on construction sites;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to work around construction equipment; climb ladders and/or scaffolding;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit construction sites throughout the City and to climb, crawl in tight places and otherwise move through and around construction sites.

Approved by: _____ Date: _____



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Water Supply Administrator
Class Code Number	4320-23

General Statement of Duties

Manages and directs all operations of the Water Supply Division; performs directly related work as required for the installation and upkeep of Manchester's Water Supply System.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure all treatment processes are performed according to applicable practices, guidelines and laws to deliver safe drinking water to the citizens of Manchester. The work is performed under the supervision and direction of the Assistant Waterworks Director and the Waterworks Director but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees involved in water treatment, watershed, forestry, laboratory, and engineering operations. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors, State and Federal officials and the public. The principal duties of this class are performed in both a general office, outdoor environment and at various locations throughout the Treatment Plant and the City of Manchester's water supply structures.

6

**Examples of Essential Work
(illustrative only)**

- Manages directs and oversees all aspects of the Water Supply Division, including laboratory, watershed protection/management, forestry operations, pumping stations, remote water supply storage reservoirs, and systems maintenance and water treatment processes;
- Develops plans for future projects and continued improvements in facility operation;
- Sets goals and establishes policies and procedures to protect public health, preserve the environment and serve the community;
- Supervise activities of a diverse staff, including professional, technical, skilled and support personnel;
- Coordinates compliance and reporting activities with State and Federal regulatory agencies, including investigating and resolving any problem which may lead to non-compliance;
- Manages construction and capital improvement projects within the treatment facility;
- Serves on a top management team within the Water Department responsible for policy development and planning under the direction of the Waterworks Director;
- Promotes staff development within the Treatment Plant, including training, safety enforcement, promotional opportunities, performance evaluations, staff meetings and related;
- Develops and administers budget for assigned section;
- Conducts long-term planning for the Treatment Plant;
- Oversees the implementation of new technology within treatment processes, ensuring no existing standards are compromised with the inclusion of new procedures and/or equipment;
- Monitors State and Federal legislation affecting drinking water issues;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities
(at time of appointment)**

- Comprehensive knowledge of the principles and practices of Water Treatment facility management, including planning, budgeting and personnel administration;
- Comprehensive knowledge of current applicable Federal, State and local laws, rules and regulations for environment permit and enforcement actions, water treatment system operation, related system maintenance and laboratory operations;

- Comprehensive knowledge of water treatment system design, construction and maintenance;
- Thorough knowledge of the principles and practices associated with public administration;
- Thorough knowledge of engineering principles and practices including hydraulic design and operation, water treatment options, and laboratory procedures and practices;
- Ability to train, assign, motivate, supervise and evaluate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Master's Degree **Bachelors degree** in Environmental Engineering, **chemistry or a related field; and**
- Considerable experience in water treatment operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Licensed Professional Engineer **preferred**;
- Grade IV WTP Operator's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;

6

- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various plant sites throughout the facility.

Approved by: _____ Date: _____

6



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Water Financial Administrator
Class Code Number	4330-23

General Statement of Duties

Manages, directs and plans financial and customer service components within the Water Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to serve as the Controller within Water Department fiscal activities and operations. The work is performed under the supervision and direction of the Assistant Waterworks Director and Waterworks Director but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all accounting and customer service personnel within the Water Department. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside auditors, business organizations and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Plans, directs and coordinates the accounting and financial management and related operations within the Water Department;
- Exercises supervisory control over financial management and accounting systems, procedures and personnel;
- Develops, recommends, organizes, implements and administers appropriate and/or required financial management or accounting systems;
- Established schedules and work priorities for the financial division;

6

- Develops and implements accounting and financial management training for accounting personnel;
- Prepares financial and statistical reporting and financial statements for the City and regulatory agencies;
- Serves on a top management team within the Water Department responsible for policy development and planning under the direction of the Waterworks Director;
- Oversees the investigation and appraisal of the internal control systems for accounting operations;
- Investigates and resolves any complex fiscal discrepancy within the Department;
- Oversees and maintains the integrity of all reporting, including the general ledger, accounts receivable, accounts payable, payroll, cash flow/reconciliation, budgeting and related;
- Coordinates financial audits with outside auditors;
- Advises The Assistant Waterworks Director and Waterworks Director on complex fiscal matters, budgetary considerations, transfers of funds, payment procedures, investments and expenditures and commitment of funds as requested;
- Oversees the implementation, maintenance and support of technology within a complex customer billing and service financial network;
- Performs special projects for the Waterworks Director as requested;
- Performs financial analysis on government services to ascertain appropriate fee structures;
- Utilizes research methodologies, statistical techniques and the compilation of empirical data to perform budget analyses for the purpose of designing, planning and developing the operating budget for an assigned area;
- Negotiates agreements for service and capital projects with public and private agencies;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>

- Comprehensive knowledge of current practices and principles used in the development, implementation, monitoring and administration of a municipal budgets;
- Comprehensive knowledge of Generally Accepted Accounting Principles;
- Comprehensive knowledge of financial office procedures and practices;
- Comprehensive knowledge of the functions of government in a municipality;
- Comprehensive knowledge of accounts payable and payroll processes;
- Comprehensive knowledge of budget preparation within a municipality;
- Thorough knowledge of the goals, purposes and operations of a municipal Water Department;
- Thorough knowledge of customer service operations;

- Ability to interpret accounting reports and records and to analyze accounting data for control and reporting purposes;
- Ability to interpret department requests and needs and translate all related variables into budgetary development;
- Ability to handle confidential and administrative information with tact and discretion;
- Ability to supervise, train and evaluate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Public Administration, Accounting, Finance or related, Master's Degree preferred; and
- Extensive related experience in budgetary development, auditing, accounting operations and related; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Certified Public Accountant, (CPA).

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in both electronic and hardcopy;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

6

Approved by: _____ Date: _____



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Assistant Waterworks Director
Class Code Number	4340-25

General Statement of Duties

Manages the daily operations and activities of the Water Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to coordinate key Departmental functions at the administrative level and participate in planning, directing and managing of the Department with the Waterworks Director. The work is performed under the supervision and direction of the Waterworks Director but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees within the Water Department. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Board of Water Commissioners, the Board of Mayor and Alderman, business and community groups, outside auditors, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Manages daily departmental operations, including fiscal and budgetary issues, construction projects, organizational structure, personnel issues, waterworks emergencies and operation and maintenance activities;
- performs professional engineering duties in the design and construction of Waterworks facilities, including the preparation of plans and specifications;
- Coordinates and administers the conceptual and final design work with consulting engineering firms;

6

- Reviews New Hampshire and Federal legislation and rules impacting Departmental operations;
- Coordinates and oversees the work of senior personnel in the areas of water treatment, financial administration and customer operations and water systems installation, repair and maintenance;
- Attends Board of Water Commissioners meetings and reports on and/or advises on matters before the Board;
- Participates in planning and policy development activities with the Waterworks director to ensure efficiency and effectiveness in Departmental operations and reduce cost and improve customer service within water service delivery in the City of Manchester;
- Participates in the development of reports, financial planning, capital improvement programs and rate information for the Public Utilities Commission, State and Federal Environmental agencies and City departments;
- Provides status reports to the Waterworks Director on Departmental operations, special projects and/or problems within operational processes;
- Serves as a spokesperson for the Water Department;
- Performs special projects for the Waterworks Director as requested;
- Serves as the Waterworks Director during an absence;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p>Required Knowledge, Skills and Abilities (at time of appointment)</p>

- Comprehensive knowledge of the principles and practices of water utility business management, including strategic planning, budgeting and personnel administration;
- Comprehensive knowledge of current applicable federal, state and local laws, rules and regulations for Clean Drinking Water, water treatment, water distribution system operation, and water distribution system maintenance and construction;
- Comprehensive knowledge of water treatment and distribution design, construction and maintenance;
- Thorough knowledge of current principles and practices of public administration;
- Thorough knowledge of budgetary principles within a municipality;
- Thorough knowledge of engineering principles and practices including hydraulic, water treatment, pumping and storage systems;
- Thorough knowledge of current developments in the field of water treatment and distribution;
- Ability to plan, organize and manage engineering and construction projects;
- Ability to plan, develop and evaluate optimal pumping and energy usage strategies;
- Ability to read and interpret engineering designs, blueprints, specifications and contracts;
- Ability to train, assign, motivate, supervise and evaluate the work of others;

- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Civil, **Chemistry or Environmental Engineering or a related field; and**
- Considerable experience in municipal waterworks operations, including engineering and supervisory experience; **or**
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Professional Engineering License **strongly preferred** or **Water System Operator License Grade IV.**

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area, and operate a motor vehicle.

Approved by: _____ Date: _____



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Waterworks Director
Class Code Number	4350-28

General Statement of Duties

Plans, organizes and directs the operations and activities of the Water Department; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide administrative oversight to all operations and activities of the Water Department. The work is performed under the general supervision and direction of the Board of Water Commissioners and the Board of Mayor and Alderman but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of all employees within the Water Department, in coordination with a management team consisting of the positions of Assistant Waterworks Director, Water Distribution Administrator, Water Financial Administrator and Water Supply Engineer. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the Board of Water Commissioners, the Board of Mayor and Alderman, business and community groups, outside auditors, State and Federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (illustrative only)

- Plans, organizes, directs and evaluates the work of Departmental Managers in implementing the expressed goals, policies and directives of the Water Department;

- Develops policies and procedures designed to increase the efficiency and effectiveness of Departmental operations and address all related water treatment, distribution and customer service operations within the City of Manchester and surrounding service area;
- Develops and administers the Departmental budget;
- Confers with Department management team to track implementation of policies and receive specific recommendations and suggestions on Division or Departmental operations;
- Provides status reports to the Board of Water Commissioners and the Board of Mayor and Alderman on Departmental operations, any major shift in policies or procedures and recommendations for future development;
- Serves as the Chief Engineer within the Water Department, including directly overseeing and participating in professional engineering duties within water distribution and treatment processes;
- Meets with and advises Board of Water Commissioners on matters of policy and budget;
- Reviews and monitors current and pending State and Federal drinking water regulations to assess potential impact;
- Responsible for various aspects of personnel administration within the Department, including hiring, termination, grievance procedures and coordinating employee training;
- Serves as the chief spokesperson for the Water Department;
- Performs special projects for the Board of Water Commissioners and/or Board of Mayor and Alderman as requested;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in area of responsibility;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

**Required Knowledge, Skills and Abilities
(at time of appointment)**

- Comprehensive knowledge of the principles and practices of water utility business management, including strategic planning, budgeting and personnel administration;
- Comprehensive knowledge of current applicable Federal, State and local laws, rules and regulations for Safe Drinking Water, water production, water distribution system operation, and water distribution system maintenance and construction;
- Comprehensive knowledge of water production and distribution design, construction and maintenance;
- Comprehensive knowledge of current principles and practices of public administration;
- Comprehensive knowledge of budgetary principles within a municipality;

6

- Comprehensive knowledge of engineering principles and practices including hydraulic, water treatment, pumping and storage systems;
- Comprehensive knowledge of current developments in the field of water treatment and distribution;
- Ability to plan, organize and manage engineering and construction projects;
- Ability to plan, develop and evaluate optimal pumping and energy usage strategies;
- Ability to read and interpret engineering designs, blueprints, specifications and contracts;
- Ability to train, assign, motivate, supervise and evaluate the work of others;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Civil Environmental Engineering, **Chemistry or a related field; and**
- Extensive experience in municipal waterworks operations, including considerable engineering experience and supervisory experience; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Professional Engineering License **strongly preferred** or **Water System Operator License Grade IV.**

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of written material in electronic or hardcopy form;

6

- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the City and out of the area.

Approved by: _____ Date: _____



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Equipment Maintenance Superintendent I
Class Code Number	5570

General Statement of Duties

Supervises mechanical repair and maintenance work on City vehicles, equipment and related facilities; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure City vehicles and related equipment are kept in operable condition. The work is performed under the supervision and direction of an assigned supervisor but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of employees in the class of Equipment Mechanic I and related support personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in a maintenance shop and at various work sites throughout the City, including repairing equipment at field work locations. An employee in this class may also be required to handle and/or manage hazardous waste and if so, appropriate training will be provided annually.

Examples of Essential Work (illustrative only)

- Supervises, trains, evaluates and coordinates the work of Equipment Mechanics in the repair and maintenance of all assigned vehicles, equipment and related;
- Provides technical advice to maintenance staff in complex repair situations;
- Develops and implements a preventative maintenance program for all vehicles and equipment;
- Writes specifications for vehicles, equipment, outside repairs and related supplies;
- Participates in budget process by providing information relating to vehicle and equipment maintenance, repair and purchasing;

6

- Demonstrates proper safety methods and practices and oversees shop operations to ensure adherence to all guidelines;
- Maintains thorough and accurate records of all repair activities;
- Performs complete repair and maintenance of City vehicles, including routine service, engine overhauls, transmission, electrical system diagnostic, heating and air systems, body work, brake and frame maintenance, suspension, tires and related;
- Documents identified problems and diagnoses basic mechanical problems and repairs or replaces defective parts;
- Discusses vehicle problems with operators in order to identify problems and explain what work may be required;
- Inspects, tests and repairs vehicle electrical charging systems such as alternators, regulators and batteries;
- Performs service calls for stalled vehicles as needed;
- Completes a schedule of preventative maintenance by testing equipment to ensure readiness for use;
- Prioritizes repairs to be completed based on adequate coverage of services to ensure that there is minimal disruption to work services;
- Performs structural and equipment repair and maintenance at related facilities;
- Maintains records on maintenance activities;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>
--

- Comprehensive knowledge of the modern principles, practices, methods, tools, materials and diagnostic equipment associated with the maintenance and repair of vehicles;
- Comprehensive knowledge of the principles, practices and operations of internal combustion engines, both gasoline and diesel;
- Comprehensive knowledge of electronics and computer systems in automotive vehicles and equipment;
- Comprehensive knowledge of the principles and practices of automotive hydraulics and hydraulic systems repair;
- Comprehensive knowledge of the servicing and repair of air brakes and systems;
- Comprehensive knowledge of power steering and automotive air conditioning controls and systems;
- Comprehensive knowledge of both manual and automatic transmission operations and repair;
- Comprehensive knowledge of differential assembly repair and maintenance;
- Comprehensive knowledge of repair methods of suspension systems;

6

- Comprehensive knowledge of safety precautions and procedures relating to mechanical equipment repair and maintenance operations;
- Skill in the use and maintenance of tools employed in all phases of vehicle maintenance and repair;
- Ability to train, supervise, evaluate and coordinate the work of others;
- Ability to diagnose mechanical and automotive malfunctions and determine appropriate maintenance and repair needed;
- Ability to read and follow wiring and related diagrams;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School, supplemented by training in automotive repair; and
- Considerable experience in vehicle and equipment maintenance and repair; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Class B CDL.
- **Various ASE Certifications preferred.**

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor equipment and vehicles;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use all tools associated with equipment maintenance;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various works sites throughout the City.

6

Approved by: _____ Date: _____



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Utility Inspector II
Class Code Number	5650-19

General Statement of Duties

Performs inspections in private construction areas; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure all applicable guidelines are being followed in all construction and utility components in large scale construction projects. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Utility Inspector I by the responsibility for inspections on projects by private contractors. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors, business and homeowners and the public. The principal duties of this class are performed in an outdoor work environment.

Examples of Essential Work (illustrative only)

- Inspects private construction projects, including excavations, construction, repair and maintenance in roads, sewers, drainage areas, water systems, electrical operations and related;
- Provides direction to private contractors, engineers and related construction entities in reviewing plans and specifications and field site locations;

- Monitors and inspects construction equipment and supplies for adherence to quality control and specification requirements;
- Checks for permits issued as dictated by prescribed guidelines;
- Reviews, analyzes and researches construction plans, projects and specifications for conformity with standards, regulations and operating practices;
- Performs computation and graphic design in the analyzing and write-up of results and in estimating construction costs;
- Issues permits, operates and maintains files and coordinates activities of contractors and/or utilities with work scheduled by City crews;
- Maintains thorough and accurate documentation of all inspection processes;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>

- Thorough knowledge of all applicable codes and regulations pertaining to large scale construction projects;
- Thorough knowledge of the goals purposes and procedures within the areas of streets, sewers, water and electrical systems installation, repair and maintenance;
- Thorough knowledge of professional standards as applied to inspections processes;
- Thorough knowledge of the types and grades of tools, equipment and materials used in civic and private construction projects;
- Substantial knowledge of engineering principles;
- Ability to perform basic drafting as appropriate to assigned tasks;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on inspections processes;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

6

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering; and
- Considerable experience in related construction projects; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire Driver's License.
- **Water Distribution System Operator License, Grade 1**
- **On Call status**

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect civic construction work under conditions encountered on construction sites;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to work around construction equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit construction sites throughout the city and to climb, crawl in tight places and otherwise move through and around construction sites.

Approved by: _____ Date: _____

6



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Utility Inspector II
Class Code Number	5650-19

General Statement of Duties

Performs inspections in private construction areas; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure all applicable guidelines are being followed in all construction and utility components in large scale construction projects. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. This class is distinguished from the class of Utility Inspector I by the responsibility for inspections on projects by private contractors. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors, business and homeowners and the public. The principal duties of this class are performed in an outdoor work environment.

Examples of Essential Work (illustrative only)

- Inspects private construction projects, including excavations, construction, repair and maintenance in roads, sewers, drainage areas, water systems, electrical operations and related;
- Provides direction to private contractors, engineers and related construction entities in reviewing plans and specifications and field site locations;

6

- Monitors and inspects construction equipment and supplies for adherence to quality control and specification requirements;
- Checks for permits issued as dictated by prescribed guidelines;
- Reviews, analyzes and researches construction plans, projects and specifications for conformity with standards, regulations and operating practices;
- Performs computation and graphic design in the analyzing and write-up of results and in estimating construction costs;
- Issues permits, operates and maintains files and coordinates activities of contractors and/or utilities with work scheduled by City crews;
- Maintains thorough and accurate documentation of all inspection processes;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>
--

- Thorough knowledge of all applicable codes and regulations pertaining to large scale construction projects;
- Thorough knowledge of the goals purposes and procedures within the areas of streets, sewers, water and electrical systems installation, repair and maintenance;
- Thorough knowledge of professional standards as applied to inspections processes;
- Thorough knowledge of the types and grades of tools, equipment and materials used in civic and private construction projects;
- Substantial knowledge of engineering principles;
- Ability to perform basic drafting as appropriate to assigned tasks;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations on inspections processes;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from an accredited college or university with a Bachelor's Degree in Civil Engineering; and
- Considerable experience in related construction projects; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

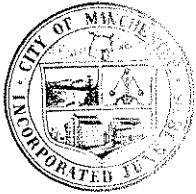
- Valid New Hampshire Driver's License.
- **Water Distribution System Operator License, Grade 1**
- **On Call status**

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect civic construction work under conditions encountered on construction sites;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to work around construction equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to visit construction sites throughout the city and to climb, crawl in tight places and otherwise move through and around construction sites.

Approved by: _____

Date: _____



CITY OF MANCHESTER

Office of the City Clerk

11/15/05 - 11/16/05
appeal failed. 7



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

November 4, 2005

Alderman William P. Shea, Chairman
City of Manchester
Committee on Human Resources/Insurance
One City Hall Plaza
Manchester, NH 03101

Dear Chairman Shea,

As you are aware the position level of City Clerk was not addressed when the Committee filed away the RFP's relating to the City's classification system.

Because I feel it important that the current Board of Mayor and Aldermen address the oversight relating to the salary of this position, and the last meeting of the Committee was cancelled, I took it upon myself to request a review by the NH Department of Labor. Enclosed is a copy of their response indicating it appears that I may be entitled to back wages.

You will recall that the Human Resource Analyst for the City advised the Committee that a Salary Grade 27 was appropriate for the duties of this position under the current compensation system (see enclosed materials).

I am requesting that the Committee on Human Resources/Insurance address this issue and recommend to the Board of Mayor and Aldermen that the position of City Clerk be established at a Salary Grade 27 effective December 6, 2005. This is the last date the current Board will meet.

Sincerely,

Leo R. Bernier
City Clerk



State of New Hampshire

Department of Labor

George N. Copadis
Commissioner of Labor

David M. Wihby
Deputy Labor
Commissioner

NH Department of Labor
Spaulding Building
PO Box 2076
Concord, NH 03302-2076
603/271-3176
TDD Access: Relay NH
1-800-735-2964
FAX: 603/271-2668
<http://www.labor.state.nh.us>

November 2, 2005

Leo Bernier
Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

Dear Mr. Bernier:

This is in regard to the correspondence you sent to this Department relating to your employment with the City of Manchester. Based on my review of the information, it appears you may be entitled to retroactive back wages. This is to advise that in order to claim unpaid wages through this Department you will have to file a "Wage Claim" form.

You can go to our website at www.labor.state.nh.us and fill out a Wage Claim on line **OR** you can print out the form **OR** enclosed you will find a Wage Claim form which you may complete and mail back to this Department at the address on the top of the form.

If you need any assistance in filling out this Wage Claim, or if you have any further questions, please feel free to contact this Department at 271- 0127.

Very truly yours,

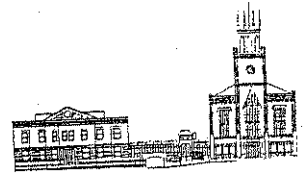
Cynthia A. Flynn
Wage and Hour Administrator
Inspection Division

CAF/all
Enclosure



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Plecuch
Deputy Clerk
Financial Administration

October 22, 2004

Alderman William P. Shea, Chairman
Committee on Human Resources/Insurance
One City Hall Plaza
Manchester, NH 03102

Re: City Clerk Position

Dear Alderman Shea,

During the course of the study to transfer duties from the Traffic Department and Ordinance Violations to the City Clerk's Office, we requested that the Human Resources Department do a study and analysis to determine whether or not the transfers would have any impact on any of the affected positions.

As such, a request was submitted to the Human Resources Director to do a study of the proposal and determine whether or not the additional duties would have an impact on positions in the City Clerk's Office. Ms. Lamberton and Mr. Bernier recused themselves from the process to ensure that there would not be any perception of prejudice in the outcome of the analysis of the positions. Therefore, Ms. Lamberton delegated her full authority to Christine Martinsen, Human Resource Analyst, to do an independent review of the positions and make her professional recommendations to me.

I am attaching a copy of the letter that Ms. Martinsen sent to me at the conclusion of the desk audits. As you know, a desk audit includes a review of the duties and assignments that are assigned to positions, an analysis of the point factors based upon the level of duties that are assigned to positions and a comparison of the position being reviewed to other positions throughout the City. As you will note from Ms. Martinsen's letter, she determined that the majority of the positions in the City Clerk's Office were appropriately described in the class specifications and that the salary grades were consistent with the duties of the positions. The one exception to that was the City Clerk position.

7
Alderman William P. Shea, Chair
Committee on Human Resources/Insurance
October 22, 2004
Page 2

If you will refer to Ms. Martinsen's letter, you will note that in her professional opinion, the City Clerk position was improperly graded in 1999 when the Yarger Decker study was done. It is my understanding that based upon the duties and responsibilities, the number of functional units as well as a comparison to other department head positions, the point factor for Supervision Exercised was improperly assigned and was not consistent with the definitions in the classification plan.

As you will note, in Ms. Martinsen's letter she states:

"It appears that factor points for this position may have been undervalued in 1999 when the Yarger Decker study was done. If this position had received appropriate points at that time (just one point), the grade would have been a grade level 27. The City Clerk's factor points have been adjusted appropriately and additional points have been added. The grade level of this position should be a 27. Care should be taken to ensure the balance between positions under the City's classification system is maintained."

By way of this letter, I am requesting that the Committee and the Board of Mayor and Aldermen bring equity to this classification and properly classify the City Clerk position at a salary grade 27. I am also requesting that Ms. Martinsen provide whatever comments or recommendations she feels are pertinent to this matter.

Sincerely,



Carol A. Johnson
Deputy City Clerk

Attachment

C: Christine Martinsen, Human Resource Analyst
Leo R. Bernier, City Clerk
Virginia Lamberton, Human Resources Director
Mayor and All Aldermen



City of Manchester

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101

Tel: (603) 624-6543
Fax: (603) 628-6065

September 24, 2004

Ms. Carol Johnson, Deputy City Clerk
City of Manchester
City Hall
Manchester, NH 03101

Dear Carole:

On September 13, 2004, I was given your request to study the proposed reorganization of the City Clerk's office. Ms. Lamberton did not think it would be proper or ethical for her to participate or be involved in this proposal. Consequently, Ms. Lamberton delegated her authority to me to do an analysis and study of the proposal. I have now had the opportunity to do that and am providing you with my recommendations for salary grades if the Board of Mayor and Aldermen transfer duties and positions from both the Ordinance Violations Unit and the Traffic Department:

The positions that would be affected by this reorganization may include the Parking Meter Technicians (2), salary grade 12; Customer Service Representatives I (2), salary grade 11; Deputy Clerk of Licensing and Facilities, salary grade 20; Deputy Clerk Financial, salary grade 17; Deputy Clerk Administrative, salary grade 17; Deputy City Clerk, salary grade 23; City Clerk, salary grade 26.

The levels of duties for the position of Parking Meter Technician will not change dramatically due to the reorganization. Transferring coins from meter collection directly to the bank rather than counting the coins in-house would in all likelihood free hours of staff time so that the Parking Meter Technicians could repair broken meters and perform preventative maintenance on parking equipment. The salary grade that has been assigned to this position is appropriate and is based upon the level of responsibilities that are required of the incumbents.

At this time, grade levels for the Customer Service I positions in Ordinance Violations are appropriate based upon the current level of responsibility. However, Carol advised me that the incumbents in this position would also be cross-trained as a Customer Service Representative III. As such, the incumbents will be expected to work not only in their assigned areas (permitting and ordinance violations) but will also be assigned Customer Service Representative III duties and will be expected to work at the front desk alongside the other Customer Service

7

Representatives. The Customer Service I positions, therefore, should be upgraded to a Customer Service Representative III since their level of responsibilities will increase with the reorganization.

Our records indicate that the position of Deputy Clerk of Licensing and Facilities was reviewed and upgraded from a salary grade 17 to a salary grade 20 in January, 2001, as a result of a "proposed cost saving reorganization". At that time this position was given additional factor points for supervision of the Security Officers, maintenance activities, etc. In the current reorganization plan, this position will be responsible for supervising three additional incumbents (i.e. two Parking Meter Technicians and one Customer Service Representative). A Parking Meter Supervisor, labor grade 15, currently supervises the Parking Meter Technicians; the Ordinance Violations Supervisor, salary grade 15, supervised the Customer Service Representatives in Ordinance Violations. Since the Deputy Clerk of Licensing and Facilities will supervise these positions under the reorganization, a review was made of the factor point spread for this position. Additional points were assigned to this position in the areas of variety of work performed and number of employees supervised. These additional points do not result in a total score that warrants an increase in grade level.

Deputy Clerk of Administration is currently a grade level 17. Carol advised me that the supervisory function of this position would be reassigned (with or without the reorganization). As such, the factor points for the position's supervisory authority were adjusted to reflect that this position will only have advisory or strawboss oversight responsibilities. I am concerned about the appropriateness of the grade for this position and feel that it should be re-evaluated whenever it becomes vacant.

Deputy Clerk of Finance is currently a grade level 17. This position was reclassified back in January, 2001, from Administrative Services Manager I, labor grade 16 to a Deputy Clerk of Finance, labor grade 17. Again, this position has only advisory or strawboss oversight responsibilities and as such, the factor points assigned for the level of supervisory responsibility is not appropriate. This position will need to be re-evaluated whenever it becomes vacant.

The Deputy Clerk is currently a grade level 23. When this position was reviewed by Yeager Decker in 1999, the factor points assigned just barely made a grade level 23. Under the reorganization, additional factor points were given for supervision received, supervision exercised, and number of employees supervised. Factor points for the such elements as education and experience did not changed. Since the factor points for this position were at the low end for a grade 23, the additional points assigned to this position as a result of the reorganization do not increase the grade level to a 24.

The City Clerk is currently a grade level 26. The reorganization will allow for revenue collection and parking administrative tasks currently performed by the Traffic Department and Ordinance Violations to be move to the City Clerk's office. This will add four low-level clerical/technical positions to the City Clerk's complement. Factor points for this position have been adjusted to reflect responsibility for two additional units as well as for the number of employees supervised. It appears that factor points for this position may have been undervalued in 1999 when the Yeager Decker study was done. If this position had received appropriate

7

points at that time (just one point), the grade would have been a grade level 27. The City Clerk's factor points have been adjusted appropriately and additional points have been added. The grade level of this position should be a 27. Care should be taken to ensure the balance between positions under the City's classification system is maintained.

Those are my recommendations to your office and to the Board of Mayor and Aldermen. I will be happy to discuss my findings and recommendations with you and the board.

Sincerely,

Christine Martinsen
Human Resources Analyst

medical needs. At Northwest we are trying to enable the school nurse to get her job done in a 40-hour week.

Chairman Shea asked so this would be funded by the School District

Mr. Rusczek answered yes. The School District is working to keep kids with special medical needs and such within the School District because it saves money. This enables us to complete the work that is required.

Chairman Shea asked so they would be the funding source.

Mr. Rusczek answered yes.

Alderman DeVries stated I am ready to make a motion on this because this is an item that falls into my classification. It is actually going to save the School District money by them not having to outsource special needs students. It has been approved through their Finance Committee.

Alderman DeVries moved to approve the establishment of a new class specification Health Assistant, salary grade 10. Alderman Sysyn duly seconded the motion. Chairman Shea called for a vote. The motion carried with Alderman Garrity being duly recorded in opposition.

Chairman Shea addressed Item 8 of the agenda:

Communication from Leo Bernier, City Clerk, seeking recommendation to the full Board that the position of City Clerk be established at a Salary Grade 27, effective December 6, 2005.

Alderman Forest moved to send this to the full Board with a recommendation for approval. Alderman Sysyn duly seconded the motion. Chairman Shea called for a vote. The motion failed.

Alderman Forest moved to send a minority report to the full Board. This has been hanging around here for 18 months and we apparently have put Leo Bernier in the equation. This was not asked for by Leo Bernier. He is asking to send it to the Board now but this has been in this Committee and gone to the full Board and back again in the past 18 months. It is an error that was found. It should be corrected. I think now we can correct it and not cost the City extra money because if this goes to the Labor Board I believe Mr. Bernier has a good chance of winning I believe four, five or maybe six years of back pay here. I think this will save the money by correcting this error.

Alderman Garrity stated again the reason for my opposition is I think it should be dealt with in January when the Mayor-Elect takes office. I can't see that eight weeks is going to make a difference. We do have a process. It goes to the Committee first and if it fails the Committee, it fails the Committee.

Alderman Forest stated I have a right to ask for a minority report and I am asking that it go to the full Board.

TABLED ITEM

10. Communication from Joan Porter, Tax Collector, relating to part-time employees.

This item remained on the table.

NEW BUSINESS

Deputy City Clerk Johnson stated the first item of new business is a request for a new classification and new position that was submitted by Ms. Lamberton on behalf of Mr. Thomas and Tim Clougherty. It is for a Building Automation Specialist, Salary Grade 18.

Alderman DeVries asked is this funded under the School District budget.

Tim Clougherty, Chief Facilities Manager, stated this position will be funded in great part by school revenues, chargebacks – approximately 83%. The purpose of the position is primarily driven through the design-build project where we have upgraded our heating and ventilation systems in about 70% of the schools. It is...I don't want to say it is a highly technical system but it is a state-of-the-art facility management system and this individual would be responsible for making sure that the systems are operating properly and at a time right now where we are seeing such an energy crisis I think that the payback and return on investment that such an individual could bring to the table would offset the salary.

Alderman DeVries asked has the School District authorized this.

Mr. Clougherty answered yes. I don't know how much they have made people aware but they do have a committee established to study energy consumption and this was accepted with open arms and is part of the supplemental maintenance that was approved as part of our current budget.

Alderman DeVries stated I think on the Joint Schools Committee Meeting we heard much about our ability to keep up our warranties that are in place with all of



City of Manchester

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101

Tel: (603) 624-6543
Fax: (603) 628-6065

February 1, 2006

To: Mayor and Board of Aldermen
From: Christine Martinsen, Human Resources
Re: City Clerk's Position

In September 2004, Carole Johnson submitted a request asking the Human Resources Department to determine if any pay grades would be affected if certain personnel from Ordinance Violations Division and the Traffic Department were transferred to the City Clerk's Office. See Carol Johnson's memorandum, attached.

In order to analyze the positions correctly, I requested that Ms. Johnson provide me with the current duties and responsibilities of the positions as well as the proposed duties and responsibilities if the streamlining of services were to take effect.

Upon reviewing the various class specifications, the point factor assignments and the organizational structure within the City Clerk's Office as well as other Departments, it was apparent that the point factor assignment for the City Clerk position under Supervision Exercised is underevaluated.

The City Clerk position was receiving points that would have been appropriate if that position were only responsible for one organizational unit with only a certain number of employees. The City Clerk position as assigned 35 points for this factor but it should have been increased to at least 40 points when the City Clerk position was assigned responsibility for the City Hall Complex.

In order to understand the difference between Decker's Analysis and mine, I reviewed the history of the position and noted that the position had changed since the Decker review. In fact the recommendation was to upgrade the position if the "position changes significantly due to additional duties caused by City Hall complex management". See Appeals Summary, attached to my Historical Analysis of City Clerk Position.

The current point assignments for the City Clerk position is 800. By correcting the point assignments, the total points for the City Clerk position should be a minimum of 805 rather than the current 800. With 805 points, the salary grade would increase from a Grade 26 to a Grade 27.

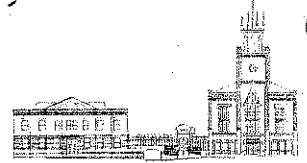
If the proposed streamlining were to be approved, then more factor points should be added; however, the additional points would not be sufficient to change the pay grade from 27.



CITY OF MANCHESTER

Office of the City Clerk

Rec 9-13-04



7

Memo To: Virginia Lamberton
Human Resources Director

From: Carol Johnson
Deputy City Clerk

Date: September 10, 2004

Re: Request for review of proposed reorganization/positions

Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

Mr. Bernier has requested I forward this information to you for review by your department.

To preface the matter, I would advise that the Committee on Traffic recently requested this office to review a variety of issues relating to parking administration and a report on this matter is enclosed for general reference.

Following recent review of this report various members of the Board have requested this office consider taking on some of the revenue collection and parking administration tasks currently performed by Ordinance Violations and the Traffic Department. Because of internal changes within the department, and the aldermanic requests, Mr. Bernier felt that an entire organizational chart and plan for staff functions should be submitted to your department for review. This will help to determine what position rankings would be affected so we can project what the actual costs and savings associated with such a combining of functions and changes in our organizational structure would result in.

Specifically we would look to change some of functions of the management level positions and add clerical staff to attain a cohesive approach to administering all functional activities. Cross training of all lower level staff would be anticipated. In addition to the report to the Traffic Committee enclosed are the following:

- A proposed organizational chart to include parking revenue/permitting functions;
- 1999 organizational chart for comparison
- Functions/activities chart encompassing all major current and proposed office functions;
- 1999 functions/activities chart reflecting what the office functions encompassed prior to the last review (Yarger/Decker);
- Updated drafts and current class specifications for management level staffing; and
- Staffing matrix that provides detailed individual position/staff activities for current and proposed staff (excludes meter collectors).

7
Virginia Lamberton
September 10, 2004
Page 2

The staff Ordinance Violations have been in "limbo" for an extended period of time, and there is a need to resolve other issues surrounding the reorganization. We are asking that this review occur as soon as possible. The Traffic Committee will be meeting on the 21st of September and we would like to be in a position to provide at least some general direction or information at that time.

The enclosed documents I believe reflect the expanded functions, and expanded activities within functions, of the Clerk's office since the 1999 review and the expansion of duties within positions that have resulted. The information reflects two proposed customer service representatives, which we would anticipate filling through transfer of current staff from Ordinance Violations. While it appears that these positions would receive an upgrade, they and current staff of the Clerk's office would be sharing similar duties and our guess is that those are appropriate categories. Your department's review of the details may prove otherwise up or down the classification schedule.

Obviously the revenue collections, budgetary administration and required diversity of knowledge has resulted with the expanded functions of the office. The resulting impacts on positions should be considered in the overall review.

For all involved, your immediate attention to this matter would be appreciated.

Enclosures



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

Matthew Normand
Deputy Clerk
Licensing & Facilities

Patricia Piecuch
Deputy Clerk
Financial Administration

June 4, 2004

Board of Mayor and Aldermen
Committee on Traffic
One City Hall Plaza
Manchester, NH 03101

Re: Report on parking operations

Honorable Members:

Earlier this year the Committee requested the City Clerk's office to explore combining all functions relating to parking including:

- *Parking facility operation* (security, contracts, maintenance, etc.)
- *Parking meter operations* (meter installation, collection, maintenance, improvements, etc.)
- *Parking enforcement operations* (collections, issuance, consumer services, etc.)
- *Parking permit administration* (street & lot permits, consumer services, etc.)
- *Other administrative requirements* (budgetary, staffing, software, space, etc.)

In response to that request, Mr. Bernier requested Matthew Normand and myself to conduct a review and report to the Committee. Enclosed for your review and further consideration is our report, which we anticipate presenting to you for discussion on June 7th. Both Matthew and I will be available at this meeting to answer questions. Additionally, the City's Internal Auditor, who has conducted an audit of the City's garage contracts will be available.

Sincerely,

Carol A. Johnson
Deputy City Clerk

HISTORICAL ANALYSIS OF CITY CLERK POSITION

BY: Christine Martinsen

A historical review of the City Clerk's position was conducted and the following information is provided for review:

1. On January 13, 1999, a letter from Mark Hobson, Human Resources Director to the Members of the YDA Appeals Committee regarding the appeal decision for the position of City Clerk. Employee requested change from a Grade 26 to a Grade 27 based on current duties and functions. Decision: YDA recommended denial of appeal with the following exceptions: move to "A" level if achieves national clerk certification; or position changes significantly due to additional duties caused by City Hall complex management."
2. In March 1, 1999, an Archives and Records Management Office was developed and the City Clerk became responsible for supervising this office. This office now has two locations due to growth.
3. Ordinance dated April 20, 1999, the Board of Mayor and Aldermen approved policies and procedures for use of the public areas and facilities maintenance of the City Hall Complex. Hence, the Public Works Director and the City Clerk oversee the repair, maintenance, capital improvement, operation, and cleaning of the City Hall Complex.
4. In June, 1999, the City Clerk's office became responsible for contracted security guards. In January 1, 2001, a security guard unit was established when contract security employees became City employees and supervision for this unit fell under the City Clerk's office. City Clerk is now responsible for security at both City Hall and the Library.

Conclusion: Since the January, 1999, YDA appeal, responsibility for the City Clerk's position changed significantly due to the following reasons:

First, an Archives and Records Management Office was developed and has expanded to two sites. The City Clerk is responsible for this office.

Secondly, the City Clerk's office is now responsible for a security guard unit. Note that the City Clerk's position received 35 factor points in the area of supervision exercised and the total factor points for this position is 800. YDA allows 36-40 points for a department that has one or more functional units. Since a security unit was established in January, 2001, even one point would bring the factor points for this position to 801, which under YDA would be a grade 27.

Finally, the City Clerk's position by Ordinance is responsible for management of the City Hall complex. This is a significant change and therefore, an exception in line with YDA's recommendation.



City Of Manchester
Human Resources Department
1 City Hall Plaza
Manchester, NH 03101-1932
Tel. 603-624-6543
Fax. 603-628-6065

7
CONFIDENTIAL

To: Members of the YDA Appeals Committee:
From: Mark Hobson, Human Resources
Date: January 13, 1999
Re: Appeals Summary – Confidential

The following is an executive summary of appeals to review at our meeting on Friday, January 15. The summary includes the employee's name, department, basic information and Floyd Decker's recommendation to the committee. Detailed information about each appeal will be available at the meeting.

1. Sandra Dobson, Information Systems, Administrative Services Manager I
Employee Requests change of Grade 16 E to an additional 10% based on promotion ordinance, Sec. 33:046E. In a previous appeal, YDA moved her position from 14 J to 16 E.
♦ YDA recommends denial based on their interpretation of ordinance and no changes to the original duties listed in the factor point rating.
1/15/99 Committee accepts YDA recommendation.
2. Leo Bernier, City Clerk, Department Head
Employee requests change of Grade 26 to Grade 27 based on current duties and functions.
♦ YDA recommends denial with following exceptions: move to "A" level if achieves national clerk certification; or position changes significantly due to additional duties caused by City Hall complex management.
1/15/99 Committee accepts YDA recommendation.
3. Matthew Normand, City Clerk, License Enforcement Inspector
Supervisor requests change of Grade 16 to Grade 17 based on duties and functions of Inspector position that were not previously listed in the study.
♦ YDA recommends approval based on the duties and responsibilities of the Inspector position not previously listed in the study.
1/15/99 Committee accepts YDA recommendation.
4. Interpreters For Deaf / Hard of Hearing, School, (8 FTE)
Supervisor requests change of Grade 13 to Grade 15 based on previous City classification and pay-grade and current State certifications and training.
♦ YDA recommends approval due to previous salary error in the study. Recommends entrance level Grade 16 and Grade 16A for bachelor degree and / or advanced degree and / or license or certification.
1/15/99 Committee accepts YDA recommendation.
5. Joe Przybyla, Highway, Chief of Survey
Employee requests change in longevity steps for all employees at 20 + years of service equaling one or two steps based on transition to the new system. Employee claims YDA system discriminates against veteran employees.



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk

Carol A. Johnson
Deputy City Clerk

Paula L-Kang
Deputy Clerk
Administrative Services

- MEMORANDUM

TO: All Department Heads
City Hall Complex

FROM: *Leo*
Leo R. Bernier
City Clerk

DATE: January 29, 2001

RE: Care and Public Use of City Hall Complex

Enclosed for your review is a copy of the policies and procedures relative to the use of the public areas and facilities maintenance of the City Hall Complex which was adopted by the Board on April 20, 1999.

It would be appreciated if staff did a "once over" through your departments noting any areas of concern you may have regarding daily maintenance issues which should be addressed by our maintenance/cleaning crews.

You may have noticed that the public restrooms have "temporarily" been closed due to recent incidents. Until such time as the problem has been resolved, the restrooms will remain closed.

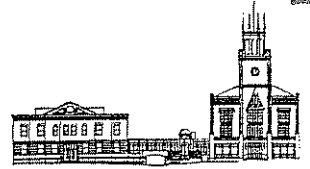
Please contact me to let me know how things are going. Thanks --

Enclosure



CITY OF MANCHESTER

Office of the City Clerk



Leo R. Bernier
City Clerk


Carol A. Johnson
Deputy Clerk

Paul R. Bergeron
License Enforcement
& Elections Deputy

Paula L-Kang
Deputy Clerk
Administrative Services

MEMORANDUM

TO: All Department Heads
City Hall Complex

FROM: C. Johnson 
Deputy Clerk

DATE: April 22, 1999

RE: CITY HALL COMPLEX POLICIES AND PROCEDURES
FOR USE OF PUBLIC AREAS AND FACILITIES MTCE.

Enclosed for your records is a copy of the above-referenced adopted by the Board of Mayor and Aldermen on April 20, 1999.

Please photocopy and distribute to each employee within each department so that they may be aware of such policies.

Enclosure

pc: Public Works Director

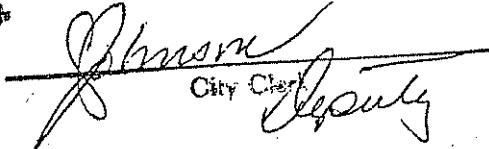
7
To the Board of Mayor and Aldermen of the City of Manchester:

Gentlemen:

The Committee on Administration/Information Systems respectfully recommends, after due and careful consideration, that the Board approve policies and procedures for use of the public areas and facilities maintenance of the City Hall Complex as enclosed.

At a meeting of the Board of Mayor and Aldermen,
held 4/20/1999 on a motion by Ald. Wihby
duly seconded by Ald. Clancy the report of
the Committee was accepted and its recommendations

(adopted) (~~rejected~~)


City Clerk Deputy

Respectfully submitted,


Clerk of Committee

7

Establishing policies and procedures for the use of the Public Areas and facilities maintenance of City Hall Complex.

CARE AND PUBLIC USE OF CITY HALL COMPLEX

PUBLIC AREAS OF THE CITY HALL COMPLEX.

The Public Areas of the City Hall Complex shall include the Aldermanic Chambers and mezzanine, Aldermanic Suite, Aldermanic conference rooms on second and third floors, the press room, grand staircase and foyer, staircases, main corridors, entrances, exterior steps and staircases, all exterior building surfaces, and the City Hall grounds defined as the property on which City Hall is situated bordered on the east by Elm Street, the south by Market Street and City Hall Plaza, the west by 45 Market Street, and the north by Stark Street.

ADMINISTRATION.

The Public Works Director, or his designee, and the City Clerk, or his designee, shall oversee the repair, maintenance, capital improvement, operation, and cleaning of the City Hall Complex and appurtenances thereof, shall prepare an annual maintenance budget for the care and preservation of the structure, and shall perform such other duties as may be imposed by the Board of Mayor and Aldermen.

The City Clerk, or his designee, shall supervise the administration of policies and procedures for the scheduling and use of the Public Areas of the City Hall Complex and shall perform such other duties as may be imposed by the Board of Mayor and Aldermen.

Requests for the reassignment or designation of the Public Areas of the City Hall Complex for use by municipal departments, commissions, committees or their staff for a period of more than fourteen (14) days shall be reviewed by the Committee on Administration. The Committee on Administration shall review all such requests and where required, after due and careful consideration, shall report back to the Board of Mayor and Aldermen.

7

DEFINITIONS.

The following words and terms, when used in the Section, shall have the following meanings, unless the context clearly indicates otherwise:

A. EXHIBIT: Any display of artwork, including but not limited to, paintings sculptures, arts and crafts, and photographs; public service and educational presentations; and historical displays.

B. EVENT: Any performance, ceremony, presentation, meeting, rally or reception held in the Public Areas of City Hall. A rally is defined as a gathering of people for the purpose of actively promoting a cause.

C. CITY HALL. The City Hall Complex as identified in this document. Unless otherwise specified, the use of the term *City Hall* shall include the buildings and their grounds.

LOITERING AS TO OBSTRUCT PASSAGE.

A. No person shall stand or loiter in or on the City Hall Complex in such a manner as to obstruct the free passage of the public nor shall any such person, after being directed by a police officer to move on and disperse, on a same or subsequent day, reappear to loiter or remain so as to obstruct the free passage of the public; provided, that nothing contained in this section shall be construed to deny the right of peaceful picketing.

B. It shall be the duty of any police officer of the City to order any person offending against the provisions of this section to move on and disperse and if the person(s) so ordered or requested do not forthwith obey, to remove them, or to cause a complaint to be made against the provisions of this section.

REQUEST FOR USE OF FACILITIES.

Requests to schedule events or exhibits in the Public Areas of City Hall shall be made to the City Clerk or his designee and will be scheduled in accordance with the provisions of this section and, when practicable, on a first-come, first-served basis:

A. All requests for use of areas will be given consideration using the following priority list:

1. Public meetings of the Board of Mayor and Aldermen or its Committees;
2. Meetings, hearings, or presentations of municipal departments housed in City Hall;
3. Meetings, hearings, or presentations of other municipal departments, boards or commissions;
4. Non-profit agencies or organizations based in Manchester;
5. Other.

B. Functions sponsored by the City of Manchester will be given a priority as determined by the City Clerk.

C. No single organization or agency shall monopolize the use of the available facilities.

D. All requests must be submitted at least ten (10) calendar days prior to a meeting.

E. Requests for the use of Public Areas shall be submitted to the City Clerk for review and scheduling. Requests shall be on an organization's letterhead, if appropriate; signed by a Manchester resident with his/her address; and indicate:

1. Name and description of sponsoring organization;
2. Name, address, and telephone number of contact person(s);
3. Description of planned event or exhibit;
4. Date and hours requested for event or exhibit, and duration of event or exhibit;
5. Area requested for use;
6. Number of anticipated attendees.

F. Any and all applications for use of a Public Area may be subject to cancellation, rescheduling, or relocation by the City Clerk on a forty-eight (48) hours' notice as necessary to accommodate the needs of the City's governing body to hold public meetings or public hearings. The City Clerk shall make every effort to reschedule use of the Public Area by the applicant for any time lost.

G. All requests shall be subject to review and approval of the City Clerk. The City Clerk reserves the right to cancel any scheduled use of a Public Area for a given day or time period. The group involved is to be notified as soon as a decision is made.

7

H. In order to schedule an event or exhibit, a sponsor will be required to sign an acknowledgment that the sponsor has read, understood, and will abide by the procedures governing the use of the public areas of City Hall; that the sponsor is responsible for damages incurred as a result of its event or exhibit; that the sponsor will either restore or pay to have restored the area used for its event or exhibit to the condition that existed prior to its use; and that it will indemnify and hold harmless the City of Manchester for any damage or loss the City incurs arising out of its use of City Hall. A sponsor shall provide a certificate of insurance issued by an insurance company licensed to do business in the state, protecting the sponsor and the city from all claims for damages to property and bodily injury, which may arise from operations under or in connection with the event or exhibit. Such certificate of insurance shall be reviewed and approved by the Risk Manager before the starting date of an event or exhibit. Any sponsor that fails to abide by the terms of the agreement will not be permitted to schedule a future event or exhibit until the outstanding obligations have been fully satisfied.

I. A person or organization that refuses to adhere to the conditions outlined herein is subject to immediate removal from City Hall or grounds, or both, by the City Clerk, Manchester Police, the Fire Department or the Director of Public Works. Nothing contained herein shall be construed as limiting prosecution under any existing or future law or ordinance.

CONDITIONS GOVERNING THE USE OF THE PUBLIC AREAS OF CITY HALL: GENERAL.

A. No event or exhibit may discriminate on the basis of race, national origin, religion, sex, age, or handicap.

B. Public use of City Hall shall not interfere with the conduct of public business by the Board of Mayor and Aldermen or the municipal departments which normally occupy and use City Hall, and shall not effect the safety and well-being of the individuals conducting the work of these departments.

C. Posting or affixing signs, announcements, or other documents on any exterior or interior wall, ceiling, floor, door, window or other surface of the public areas of City Hall not designed for that purpose is prohibited. Stickers, labels, tape, or any other adhesive material that might leave a residue or otherwise damage interior or exterior surfaces of City Hall, including steps, stairs, statuary, monuments, light wells, fences and trees is also prohibited. Likewise, tacks, nails, staples or other attachments may not be used. Display board space may be requested or arranged through the Office of the City Clerk.

D. No item or material with the potential to damage City Hall may be used. All items or materials must be removed promptly after an exhibit or event.

E. No item may be leaned against exterior or interior walls, pillars, portraits, furnishings, staircases, or other feature of City Hall.

F. Alcohol, illegal drugs, weapons (except as may be carried by law enforcement or Secret Service officials), or incendiary devices are not permitted in City Hall.

G. Tobacco use, in any form, is prohibited with the exception of one (1) designated area located at the Stark Street entrance only.

H. Vending machines are prohibited except in the area designated as the "employee" area located in the lower level of City Hall.

I. All organizations are to provide their own First Aid kit and are expected to provide for the safety of participants and emergency procedures.

J. The group shall specify in writing, prior to an event or exhibit, the type of food and beverages to be served, if applicable. Food and beverages shall be provided in accordance with state or local health regulations. The applicant assumes responsibility for the preparation, service, consumption, and clean up of all food and beverages provided during the event or exhibit. The food and beverage service shall not risk physical damage to City Hall.

K. Any and all uses of the Public Area shall demonstrate respect to the citizens and employees of Manchester and to City Hall. Any disrespect at any time by any member or organization will result in the loss of all privileges for the entire organization. One year after the offense, a written request may be submitted to the Committee on Administration requesting to have privileges for use of the Public Areas reinstated. The Committee on Administration's decision to approve or deny any such request shall be final.

L. Any organization infringing on another organization's time, etc. shall be in jeopardy of losing privileges.

M. Special equipment needs, such as microphones, VCR's sound systems, etc. will be supplied by the persons using the Public Area.

7

CONDITIONS GOVERNING THE USE OF THE PUBLIC AREAS OF CITY HALL: THE INTERIOR.

- A. Set up of tables and chairs will be done by persons using the meeting rooms.
- B. Meeting rooms must be returned to their original condition, including all furniture, tables, chairs, etc. as when the room was opened.
- C. Adult supervision is required at all times.
- D. Equipment or services may be available through the City Clerk to be used in connection with an event or exhibit on an "as available" basis, upon payment of reasonable fees and charges. A list of the equipment and charges is available upon request from the City Clerk.
- E. Food and beverage shall not be served in the Public Areas inside City Hall without the approval of the City Clerk. Food and beverages must be consumed only in the area approved for an event or exhibit or as may be otherwise designated by the City Clerk.
- F. Except as may be required in the course of City business, animals are not allowed in the public areas inside City Hall. Guide dogs, however, may be used when necessary to assist handicapped persons in City Hall. The owner or person having the animal under his or her control shall be responsible.
- G. Due to constricted space and crowded conditions which often prevail inside City Hall, hand-carried signs and signs on handsticks represent a serious safety hazard to visitors and occupants. They are not allowed in the Public Areas inside City Hall.
- H. An individual or organization shall not solicit or sell any article or service in the Public Areas inside City Hall, nor shall any exhibit or display be allowed for that purpose, including the display of business cards or promotional materials.
- I. Tables, displays, chairs or other items shall not be dragged or rolled on the floors of the corridors.
- J. An event or exhibit shall not obstruct entrances or block traffic flow through the buildings.
- K. A \$100.00 refundable deposit shall be made in the event of any additional costs associated with such activity.

7

**CONDITIONS GOVERNING THE USE OF THE PUBLIC AREAS OF CITY
HALL: THE EXTERIOR.**

A. In order to maintain the security, safety, and aesthetic appearance of City Hall and its grounds, and to provide for regular maintenance, improvements, or alterations, scheduled events or exhibits on City Hall grounds shall occur between the hours of 7:00 a.m. and 9:00 p.m. on a daily basis, and shall at no time block any entrance or exit of the building, or impede free access to the building by its occupants or the public.

B. No banners may be suspended from or attached to City Hall.

C. Stepping or climbing upon granite benches, monuments, fences, lighting fixtures, light wells, trees, or parts of City Hall not intended for such purposes is prohibited.

D. Picketing and the distribution of literature shall not impede or interfere with Municipal business or public access to the use of City Hall. In order to inform individuals and organizations of the procedures for the use of Public Areas of City Hall and grounds, individuals and organizations desiring to distribute literature are encouraged, but not required, to advise the City Clerk of the date and time of this activity.

E. Due to the presence of underground utility, electrical and drainage lines, no sign or banner shall be driven into the ground nor shall they be supported in or by any tree, monument, or other structure affixed to City Hall. Signs or banners supported by freestanding devices may not be left unattended, i.e., an individual must be stationed within two feet of a freestanding sign or banner at all times to prevent damage to the grounds, injury to individuals, or for security reasons.

F. Use of City Hall grounds by an individual or organization for an event or exhibit is authorized only if the event or exhibit has been scheduled with the City Clerk in accordance with the procedures described herein.

G. Equipment or structures of any kind that are placed on City Hall grounds in connection with an event or exhibit shall be entirely removed at the conclusion of the event or exhibit, or no later than 9:00 p.m.

H. Vehicles are not allowed on City Hall grounds other than in designated parking areas.

I. The Committee on Administration may authorize flags to be displayed on City Hall flag poles for a period not exceeding fourteen (14) days, provided the flags promote state holidays; city celebrations; city, cultural or heritage celebrations; and are not political.

7

CONDITIONS GOVERNING THE USE OF THE PUBLIC AREAS OF CITY HALL: EXHIBITS.

Exhibits may be allowed at City Hall subject to the following conditions:

- A. The City of Manchester is not responsible for damage to or loss or theft of exhibits during the period of their installation, display or removal. No special security can be provided for exhibits; all special security must be provided by the exhibit's sponsor.
- B. An exhibitor is fully responsible for ensuring the safety, care, and preservation of its collections or exhibits while on display. The City Hall Complex is a multi-purpose, public building designed for the convenience and comfort of the public and city employees and does not meet museum-quality, preservation standards for temperature, relative humidity, light, case, prop, wall, pest-control, mount, or other exhibit guideline requirements. The City is not responsible for the security, care, maintenance, safety, or preservation of exhibits.
- C. Exhibitors must bear all costs of assembling, mounting, displaying and removing exhibits and of cleaning up and restoring the exhibit space to its original condition under the supervision of the City Clerk or the Director of Public Works.
- D. All displays must be free-standing. Exhibits may not hang from walls or ceilings or be affixed to doors, windows, railings or other building surfaces (except for standing on the floor). Exhibits on City Hall grounds may not hang or be affixed to trees, shrubbery or other plantings, benches, monuments, fences, light fixtures, light wells, or the exterior surfaces of the building.
- E. Exhibits must not obstruct entrances, obstruct traffic flow through the building, or disrupt the normal conduct of business in City Hall.
- F. Mounted materials, whether items of display or information related to displays, must be secured to tripods, display panels or other free-standing devices. Such panels, tripods, etc., when provided by the exhibitor, must meet the approval of the City Clerk.
- G. Exhibits must contain a disclaimer stating that the display is not owned, maintained, promoted, supported by or associated with the City of Manchester.
- H. Exhibits may be scheduled for display for up to 14 calendar days.

7

I. Requests for exhibit space must include a clear layout, scale drawing or sketch of the proposed exhibit, preferably as it will be displayed. The dimensions of the space required should be indicated, as well as the manner in which the exhibit will be mounted or displayed.

J. No sound amplifying equipment may be used whose sound level interferes with the conduct of public business by the departments which occupy or use City Hall or which otherwise interferes with or disrupts the comfort of nearby residents or businesses.

APPEAL.

If a person or organization is aggrieved by a decision of the City Clerk, an appeal may be made to the Committee on Administration within three business days of that decision. The appeal shall be in writing, stating the basis therefor and the relief sought.

The Committee on Administration will review the decision of the City Clerk and announce its decision as promptly as possible, but no later than ten (10) business days after the City Clerk has received the appeal.

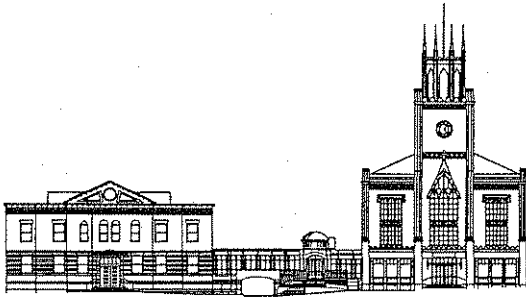
FACILITIES MAINTENANCE PROGRAM.

Maintaining the physical premises of City Hall requires annual, seasonal and daily procedure schedules and monitoring to insure consistency of approach. The City Clerk, in conjunction with the Director of Public Works, shall develop, implement, and maintain a Facilities Maintenance Program which is to include, but not be limited to:

- A. A daily work log, listing specific areas of City Hall and cleaning tasks to be accomplished (vacuuming, washing, dusting, polishing);
- B. An activity schedule identifying specific functions for interior and exterior maintenance, and time increments for completion;
- C. Maintenance and Repair Request forms and procedures;
- D. Facilities Incident Record; and
- E. An Emergency Procedures plan.

A Facilities Maintenance Program Report shall be submitted at least once each fiscal year to the Committee on Community Improvement. The Committee on Community Improvement shall review all such report(s) and, after due and careful consideration, shall report back to the Board of Mayor and Aldermen.

8



City of Manchester Office of the Tax Collector

City Hall One City Hall Plaza
Manchester, New Hampshire 03101
Joan A. Porter, Tax Collector

Tele: (603) 624-6575

Fax: (603) 628-6162

Web Site: <http://www.manchesternh.gov>

Email: taxcollector@ci.manchester.nh.us

12/1/04 - 100%
pending legal opinion
from Solicitor

1/25/05 - Remanded
tabled

3/15/05 - " "

5/3/05 - " "

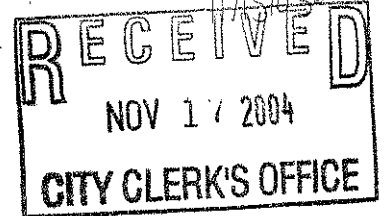
7/18/05 - " "

9/16/05 - " "

Welcome to the City Of Manchester NH, Where History Invites Opportunity!

Alderman William P. Shea, Chairman
Human Resources Committee
1 City Hall Plaza
Manchester, NH 03101

November 15, 2004



Dear Alderman Shea,

Please place an item relative to regular part time employees on the next Human Resources agenda for discussion.

At issue is the determination of status as regular part time/seasonal/temporary which determines length of probation, thus affecting the first merit increase and subsequent increases.

The Tax Collector's Office has employed two part time employees as a replacement for one full time position for close to twenty years. At one time they were called permanent part time and that was changed to regular part time. These employees work 20 hours per week year round (no break in service), earn vacation and sick leave, are entitled to bereavement leave, tuition reimbursement (pro-rated) and paid holidays and are automatically enrolled into our Contributory Retirement System and are permitted to join the Sick Bank. It is mandatory that they attend Orientation and are given a Handbook detailing benefits. The handbook states that: "The first six months of your employment with the City are considered a probationary period." (Page 3-2). It also states that: "Upon completion of your probationary period, regular, full-time and regular, part-time employees have the opportunity to receive yearly advances in pay grade." (Page 3-3 attached).

The Human Resources Department believes that these part time employees are seasonal/temporary. Since seasonal/temporary employees are hired for a specific "season" (such as lifeguards in summer and ski lift operators in winter) or "purpose" (such as those hired for elections), they are generally hired knowing that their employment is for a short, specific term. Furthermore, temporary employees are not members of the Retirement System or Sick Bank, are not required to attend Orientation nor are they entitled to the benefits afforded a regular part time employee. The ordinance referencing seasonal/temporary employees (33.063 attached) was changed in August 2002 to reflect changes in step increases. There is an ordinance (33.062 attached) referencing part time employees but it was not changed, nor does it reference step increases.

One of our part time employees was hired in July and is due an increase at the end of her probation in January. This amounts to .40 per hour which is \$8.00 per week as a regular part time employee. I am requesting that the Committee reaffirm her status as a regular part time employee thus allowing her an increase upon completion of her probationary period which is 6 months according to our Employee Handbook (page 3-2 attached).

Thank you for your thoughtful consideration of this matter.

Sincerely,

Joan A. Porter

Joan A. Porter
Tax Collector

8

You may participate in the **Dependent Care Reimbursement Plan** (allows you to set aside money deducted pre-tax from your paycheck into an account to reimburse you for eligible dependent day care expenses); the **Premium Offset Plan** (allows you to pay for your share of medical insurance premiums on a pre-tax basis); and/or the **Health Care Reimbursement Plan** (allows you to set aside funds to pay for medical and dental expenses before salary taxes). For more information on these plans, contact the Human Resources Department at 624-6543 (Voice/TTY).

COMPENSATION PROGRAM

The City recognizes the need to provide a compensation program that is competitive in the marketplace, internally consistent and recognizes our employees' efforts and achievements.

We have established a classification plan with assigned pay grades for every position. Positions are evaluated based on the knowledge, skills and abilities required for the job (see performance summary section). You have an opportunity to advance within your pay grade as your career with the City progresses.

PROBATIONARY EMPLOYEES

The first six months of your employment with the City are considered a probationary period. During this time, you are eligible for paid holidays. Upon successful completion of your probation, your employee status will change as is appropriate to your position. Although you accrue sick

8

leave and vacation hours during this six-month period, *you are not eligible to use these hours toward vacation or sick leave.*

Police and Fire Department employees have a probationary period of one year, but are eligible to use vacation and sick leave after six months, as defined by their respective Collective Bargaining Agreements.

NON-PROBATIONARY EMPLOYEES

Upon completion of your probationary period, regular, full-time and regular, part-time employees have the opportunity to receive yearly advances in pay grade. Advances are based on your job performance and length of service – they are described below. Salary advances require the recommendation of your department head and the approval of the Human Resources Director or the Human Resources and Insurance Committee, except as otherwise provided for in Collective Bargaining Agreements.

EMPLOYEE DEVELOPMENT PLAN

The City is committed to providing opportunities for professional growth and development. To that end, you and your supervisor will meet to complete your annual Employee Development Plan (EDP). This plan will help you to identify your strengths and areas of expertise as well as those areas that may need further development. You will set professional goals and objectives for the coming year, and you will identify the action steps you will need to take in order to achieve your goals. You and your supervisor will meet periodically during the course of the

TUITION REIMBURSEMENT

This benefit is available to all regular, full-time and regular, part-time (on a pro-rated basis) employees, on a first-come, first-served basis. All employees who have completed six (6) months of continuous employment are eligible. Employees may apply for reimbursement on a yearly basis. For information on current rates, refer to your Collective Bargaining Agreement or contact the Human Resources Department at 624-6543 (Voice/TTY).

RETIREMENT

Eligible City classified employees are enrolled in the Manchester Employee Contributory Retirement System Defined Benefit Plan. Contributions are established by referendum: the current rate is 3.75% annually. Employees are vested after five (5) years of service. For more information consult the City of Manchester Employee Contributory Retirement System at 624-6506. (TTY access through RelayNH at 711).

Eligible uniformed Police and Fire employees are enrolled in the State of New Hampshire Retirement System. Contributions vary on an annual basis. For more information, consult the appropriate Collective Bargaining Agreement or the State Retirement Office at 271-3351 (TTY access through RelayNH at 711).

8

Manchester, NH Code of Ordinances

anniversary date just as if the employee had been working in the current position.

(E) *Rate of pay on promotion.* In any case where an employee is promoted to a class with a higher pay grade, the employee's pay shall be increased to at least the minimum rate for the higher class, but such increase shall be no less than 10% of the employee's current pay. In the case of overlapping pay grade ranges, the promoted employee shall be increased to the step immediately above the employee's current pay, but such increase shall be no less than 10% of the employee's current pay. If the employee refuses the promotion, the Human Resources Director may approve an additional pay step increase. If the employee still refuses the promotion, the Human Resources and Insurance Committee may approve two additional pay step increases. If the employee still refuses the promotion, the Mayor may approve additional step increases as provided in § 33.046 above. Advancement to the maximum rates subsequent to promotion will be on the same basis as described in § 33.048 of this subchapter. Effective dates for promotions shall be the first work day following approval of the promotions.

(F) *Rate of pay in cases of voluntary transfer to a lower pay grade.* When an employee takes a position at a lower salary grade, the employee shall be demoted to the lower grade based upon his/her years of service. However, if the years of service result in the employee receiving a step which compensates the employee at a higher rate of pay than prior to the demotion, said employee shall be placed in a step in the lower grade that does not exceed his/her level of compensation prior to the demotion.

(G) When an employee's position is reclassified to a higher salary grade, the employee shall be placed in the new grade at a step that would provide an increase equaling at least one annual merit step increase in the former salary grade. If an employee's position is reclassified to a lower salary grade, the employee shall be placed at a step in the lower grade based upon his/her years of full time employment. However, if the years of full service result in the employee receiving a step which compensates the employee at a higher rate of pay than prior to the reclassification, said employee shall be placed in a step in the lower grade that does not exceed his/her level of compensation prior to the reclassification.

('71 Code, § 18-36) (Ord. passed 6-14-67; Am. Ord. passed 4-19-88; Am. Ord. passed 11-4-98; Am. Ord. passed 9-4-01; Am. Ord. passed 11-7-01; Am. Ord. passed 8-6-02; Am. Ord. passed 2-18-03; Am. Ord. passed 3-18-03)

§ 33.047 PROBATIONARY PERIOD.

After initial appointment or promotion to a position covered by §§ 33.020 through 33.082 of this chapter, the first six months of service in the position to which appointed or promoted shall be considered the period of probation, except uniformed Fire Department personnel and entrance level police personnel whose probation periods shall be for 12 months; provided however, that such fire and police personnel shall be eligible for pay advancement after six months employment, upon the recommendation of the department head. In the event an employee is not meeting the work standard, the probationary period may be extended up to an additional six months not to exceed a total of twelve months probation. During the period of extended probation, the employee shall not be eligible for a step increase until such time as the employee has satisfactorily completed the extended probationary period. At the completion of the probationary period, the employee shall be eligible for a one step increase. In the event the employee does not meet the work standard at the conclusion of the first six months or at the conclusion of the extended probationary period, he shall be

Manchester, NH Code of Ordinances

while so assigned.

('71 Code, § 18-56) (Ord. passed 6-14-67; Am. Ord. passed 12-27-67; Am. Ord. passed 5-20-75; Am. Ord. passed 11-4-98; Am. Ord. passed 8-5-03)

2 different categories
§ 33.062 PART-TIME EMPLOYEES.

(A) Any employee occupying a position designated as FLSA exempt who is regularly employed on a continuing work schedule of less than 40 hours per week shall be compensated by multiplying the base pay rate by the number of regular hours worked per week.

(B) An employee occupying a position designated as FLSA non-exempt and who is employed on a part-time basis shall be paid on an hourly basis according to the provisions of § 33.063 of this subchapter.

('71 Code, § 18-58) (Ord. passed 6-14-67; Am. Ord. passed 8-20-68; Am. Ord. passed 11-4-98)

§ 33.063 TEMPORARY AND SEASONAL EMPLOYEES.

Any temporary or seasonal employees occupying classified positions shall be employed initially at the salary grade for his/her classification. Upon recommendation of a department head, a temporary or seasonal employee may advance one step in his/her salary grade upon satisfactory completion of 2080 hours of work. Such advancement within a pay grade may continue until the maximum step is reached unless interrupted by a period of absence from work for a period of 12 months or longer. In such event, the employee shall be reemployed at the minimum initial pay step for the class to which he/she is assigned.

('71 Code, § 18-59) (Ord. passed 6-14-67; Am. Ord. passed 5-1-84; Am. Ord. passed 8-6-02)

§ 33.064 EMPLOYEES INJURED IN THE LINE OF DUTY.

(A) Employees, other than employees of the Police Department and employees of the Fire Department, injured in the line of duty shall be entitled to compensation as provided under the Worker's Compensation Law.

(B) For employees of the Police Department and employees of the Fire Department the following shall apply:

(1) Any employee of the city who sustains an injury which is compensable under the Workers Compensation Law and who is entitled to receive compensation benefits either by agreement of award shall, in addition to workers compensation benefits, receive supplemental pay benefits from the city so that combined worker compensation and supplemental pay benefits shall equal 80% of regular gross salary if the employee is covered under Social Security, and 87% if the employee is not covered under Social Security. Regular gross salary means gross wages as shown in the salary and wage schedules in the city and the school department compensation plans. The Finance Department shall make such adjustments as are necessary to

8

Seasonal/Temporary Regular Part Time

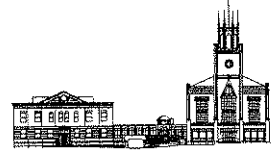
Health Insurance	No	No
Contributory Retirement	No	Yes
Orientation	No	Yes
Vacation	No	Yes
Sick Leave	No	Yes
Tuition Reimbursement	No	Yes
Sick Bank	No	Yes
Bereavement Leave	No	Yes
Paid Holidays	No	Yes
Probation	No	Yes



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



November 26, 2004

Alderman Bill Shea, Chairperson
Human Resource and Insurance Committee
City of Manchester
City Hall Plaza
Manchester, New Hampshire 03101

Re: Response to Joan Porter's Letter Regarding Part Time Employees

Dear Alderman Shea and Members of the Committee:

On November 15, 2004, Joan Porter, Tax Collector, wrote you a letter regarding a part time employee who works in the Tax Collector's Office. Mrs. Porter states that this office is defining part time employees as seasonal or temporary employees for the purpose of receiving a step increase. This stems from the fact that a part time employee was hired in July. It is Mrs. Porter's opinion that the part time employee is serving a probationary period and at the conclusion of the probationary period, she will be entitled to a step increase as is authorized for full time employees in Ordinance 33.047. This office is denying the step increase due to the fact that Ordinance 33.062 (B) requires part time employees to work 2080 hours to receive a step increase as is authorized in Ordinance 33.063 by reference from Ordinance 33.062 (B). The 2080 hours is equivalent to what is required of a full time employee to receive a step increase.

Mrs. Porter cites several references to support her position. Although well intended, these references are not for part time employees. For example, the Ordinances are written for regular full time employees. Exceptions to those for part time, seasonal or temporary employees are stated in certain Ordinances. For example: Ordinance 33.062, Part Time Employees, Ordinance 33.075, Holidays, Ordinance 33.077 Bereavement Leave, Ordinance 33.079 Vacations, and Ordinance 33.081 Sick Leave. Therefore, part time employees are not entitled to be included in Ordinances that affect full time employees unless specifically stated.

The Employee Handbook is written in the same fashion. The Handbook that Mrs. Porter has copied for your information was revised over a year ago to reflect the Ordinances. The language is written for full time employees as the majority of the Ordinances dictate.

Although there are a couple of instances where an Ordinance states "permanent" part time or regular part time employee, by law, only full time permanent employees are considered regular. Those ordinances should be revised to ensure clarity of the status of a part time employee. Further, part time employees do not serve a probationary period. They are part time and paid by

8

the hour. They do not have any recourse if they are terminated from employment as do the regular or permanent employees.

In conclusion, the requirement for part time employees to work the equivalent number of hours as full time employees are required to work in order to receive a step increase, was proposed to ensure that all employees be treated equally for step increases. This has been enforced since the Ordinance was revised to include a part time employee in Human Resources.

I hope this clarifies the situation. If there are any other questions, I would be pleased to answer them.

Respectfully submitted,



Virginia A. Lamberton
Human Resources Director

Attachment

rate of pay in accordance with this section if the assignment is for one full work day or longer.

(B) When a department head position is vacant, the Mayor, or Board as appropriate, may appoint an individual as the acting department head. Such employee shall be compensated at the entrance rate of the salary grade for the vacant department head position or one rate step above his/her present rate, whichever is higher while so assigned.

('71 Code, § 18-56) (Ord. passed 6-14-67; Am. Ord. passed 12-27-67; Am. Ord. passed 5-20-75; Am. Ord. passed 11-4-98; Am. Ord. passed 8-5-03)

§ 33.062 PART-TIME EMPLOYEES.

(A) Any employee occupying a position designated as FLSA exempt who is regularly employed on a continuing work schedule of less than 40 hours per week shall be compensated by multiplying the base pay rate by the number of regular hours worked per week.

(B) An employee occupying a position designated as FLSA non-exempt and who is employed on a part-time basis shall be paid on an hourly basis according to the provisions of § 33.063 of this subchapter.

('71 Code, § 18-58) (Ord. passed 6-14-67; Am. Ord. passed 8-20-68; Am. Ord. passed 11-4-98)

§ 33.063 TEMPORARY AND SEASONAL EMPLOYEES.

Any temporary or seasonal employees occupying classified positions shall be employed initially at the salary grade for his/her classification. Upon recommendation of a department head, a temporary or seasonal employee may advance one step in his/her salary grade upon satisfactory completion of 2080 hours of work. Such advancement within a pay grade may continue until the maximum step is reached unless interrupted by a period of absence from

work for a period of 12 months or longer. In such event, the employee shall be reemployed at the minimum initial pay step for the class to which he/she is assigned.

('71 Code, § 18-59) (Ord. passed 6-14-67; Am. Ord. passed 5-1-84; Am. Ord. passed 8-6-02)

§ 33.064 EMPLOYEES INJURED IN THE LINE OF DUTY.

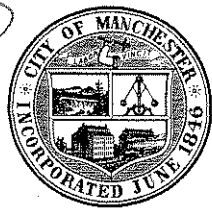
(A) Employees, other than employees of the Police Department and employees of the Fire Department, injured in the line of duty shall be entitled to compensation as provided under the Worker's Compensation Law.

(B) For employees of the Police Department and employees of the Fire Department the following shall apply:

(1) Any employee of the city who sustains an injury which is compensable under the Workers Compensation Law and who is entitled to receive compensation benefits either by agreement of award shall, in addition to workers compensation benefits, receive supplemental pay benefits from the city so that combined worker compensation and supplemental pay benefits shall equal 80% of regular gross salary if the employee is covered under Social Security, and 87% if the employee is not covered under Social Security. Regular gross salary means gross wages as shown in the salary and wage schedules in the city and the school department compensation plans. The Finance Department shall make such adjustments as are necessary to ensure that employees will actually receive the supplemental pay benefit provided above.

(2) Pending determination of compensation eligibility, the employee may receive sick leave benefits. On a determination of eligibility for compensation benefits, sick leave credit shall be restored.

(3) To the extent authorized by law, the city, during the period the employee is receiving



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



December 21, 2004

Alderman Bill Shea, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Current Part Time Employees

Dear Alderman Shea and Committee Members:

At our last Human Resources and Insurance Committee meeting, we discussed Ordinances that establish the number hours that are required for a part time employee to receive a step increase.

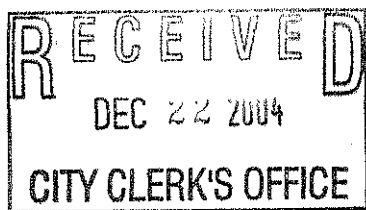
Several members of the Committee requested a listing of the current part time employees. Therefore, I am providing you with the list as of today.

I will be happy to explain the document to you at our next meeting.

Very truly yours,

Virginia A. Lamberton
Human Resources Director

Attachment



8

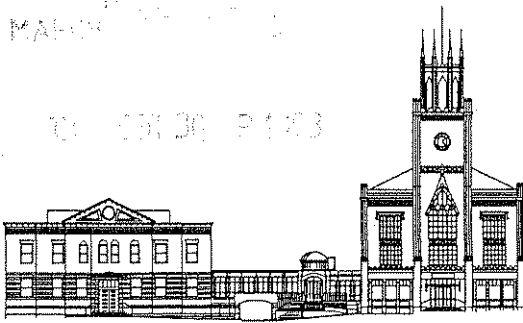
Date: 12/21/04

Part Time Employees by Dept. W/ scheduled hrs.

Department Number	Department Description	Last Name	First Name	Full/Part Time	Schedule Hours Code	Normal Work Hours in Day
2	ASSESSOR'S OFFICE	DOYON	IRENE	P	NS	8.000
4	CITY CLERK - SECURITY GUARDS	GONZALEZ	LUIS ANGEL	P	NS	0.000
		GATCOMB	SEAN	P	NS	0.000
		KLEY	ROBERT	P	NS	0.000
		DEVLIN	BONNIE	P	NS	0.000
19	HUMAN RESOURCES DEPARTMENT	FIGG	SUSAN	P	W1	8.000
22	TAX COLLECTOR	TRACY	MARGARET	P	P3	8.000
25	AVIATION - RUNWAY/AIRFIELD MAINTENANCE	SLIVER	JASON	P	NS	8.000
		GREEN	RAYMOND	P	NS	8.000
		WILLIS	DAVID	P	NS	8.000
		WEBSTER	RAYMOND	P	NS	8.000
		DUVAL	DAVID	P	NS	8.000
		DESROCHER	CHARLES	P	NS	8.000
		COOK	JOHN	P	NS	8.000
		RODONIS	RICHARD	P	NS	8.000
29	WATER - DIST BACKFLOW	MYERS	CLAUDETTE	P	P8	6.000
	WATER - FINANCIAL ACCOUNTING	JONES	DORIS	P	WT	8.000
		D'ADDIO	PATRICIA	P	NS	8.000
	WATER - TREATMENT LABOR	STRANGMAN	KATHLEEN	P	NS	0.000
		EBERT	HARRIET	P	NS	0.200
		TOLSON	JOSEPHINE	P	NS	0.000
		METCALF	BARBARA	P	NS	0.000
	WATER - WATERSHED PATROL	FOSS	FRED	P	WT	8.000
33	POLICE-DETECTIVES	SCHANCK	SUZANNE	P	PT	8.000
	POLICE-TRAFFIC CONTROL	GAZDA	WALTER	P	CG	2.000
		O'NEILL	LAURA	P	CG	2.000
		CARIGNAN	PIERRETTE	P	CG	2.000
		PRITCHARD	MARGARET	P	CG	0.200
		WALSH	SCOTT	P	CG	0.200
		DAY	ARLINE	P	CG	2.000
		YOUNG	RUTH	P	CG	0.200
		PLOURDE	JEFFREY	P	CG	2.000
		PLOURDE	DIANE	P	CG	0.200
		VALLEE	LUCETTE	P	CG	2.000
		BRUNELLE	NICOLE	P	CG	2.000
		CASE	JANET	P	CG	0.200
		WATSON	LISA	P	CG	0.200
		KROCHMAL	JOHN	P	CG	2.000
		LAVALLEE	GERARD	P	CG	2.000
		BRUNELLE	RITA	P	CG	2.000
		TRISCIANI	JOSEPH	P	CG	2.000
		DESHAIES	ROBERT	P	CG	2.000
		CUSHING	CLARENCE	P	CG	2.000
		BLACK	OSBORNE	P	CG	2.000
		BROWN	GERALD	P	CG	0.200
		TURULA	AMY	P	CG	0.200
		WRIGHT	SHEILA	P	CG	0.200
		BOUDREAU	RUTH	P	CG	2.000
		CROTTY	EDWARD	P	CG	0.200
		BOURGEOIS	ROBERT	P	CG	2.000
		LOPEZ	GLORIA	P	CG	2.000
		BOURGEOIS	MICHAEL	P	CG	0.200
		COTE	RICHARD	P	CG	0.200
		MCGEE	MEGHAN	P	CG	2.000
		DUNN	DONNA REE	P	CG	0.200

Part Time Employees by Dept. W/ scheduled hrs.

Department Number	Department Description	Last Name	First Name	Full/Part Time	Schedule Hours Code	Normal Work Hours in Day
33...	POLICE-TRAFFIC CONTROL...	PAPP	RICHARD	P	CG	0.200
		RIVERA	HOPE	P	CG	0.200
		DARGIE	REBECCA	P	CG	0.200
		BARTLETT	KAREN	P	CG	0.200
		BRUNELLE	JOSEPH	P	CG	2.000
		WILDER	VIRGINIA	P	C2	2.000
		READE	KERRY	P	CG	0.200
		COOPER	CHESTER	P	CG	2.000
		HOPPS	CAROLINE	P	C6	2.000
		RIVARD	LEE	P	CG	2.000
		O'NEIL	MAUREEN	P	P3	8.000
		JOUBERT	ELIZABETH	P	CG	2.000
		CURRAN	ROBERT	P	CG	0.200
		MCINERNEY	SUSAN	P	CG	0.200
		MORRIS	KENDRA	P	CG	0.200
		MATSON	KATHLEEN	P	CG	0.200
	POLICE-UNIFORMED POLICE OFFICERS	TREMBLAY	GUY	P	NS	8.000
		ALEXAKOS	PHILIP	P	NS	8.000
		CZARNEC	JEFFREY	P	NS	8.000
		HOLMES	CHARLES	P	NS	8.000
		AINSWORTH	KEVIN	P	NS	8.000
50	HIGHWAY-SOLID WASTE	OVERBY	BRIAN	P	K1	8.000
		BARDELICK, J	JOHN	P	K2	8.000
60	WELFARE	PARSONS	CHARLEEN	P	NS	6.000
65	PARKS - GENERAL RECREATION	CATTERTON	ERIC	P	K4	8.000
		MCQUEENEY	KAITLYN	P	K4	0.000
		HAARLANDER	KATIE	P	K4	0.000
71	LIBRARY - MAIN	MCINTIRE	SAVANNAH	P	U4	5.000
		RUNDQUIST	KIRSTEN	P	40	0.000
		COMPANION	TINA	P	NS	0.000
		GRAVES	AMY	P	Q1	8.000
		TRIMBUR	GAIL	P	U3	5.000
		LAVALLEE	MICHAEL	P	U3	5.000
		WIDGER	NIELS	P	U3	5.000
		BUCKLEY	BERNICE	P	U3	5.000
		KALED	ROSE ALMA	P	U3	3.000
	LIBRARY - WEST SIDE BRANCH LIBRARY	THROENLE	BENJAMIN	P	U3	5.000



City of Manchester Office of the Tax Collector

City Hall One City Hall Plaza
Manchester, New Hampshire 03101
Joan A. Porter, Tax Collector

Tele: (603) 624-6575

Fax: (603) 628-6162

Web Site: <http://www.manchesternh.gov>

Email: taxcollector@ci.manchester.nh.us

Welcome to the City Of Manchester NH, Where History Invites Opportunity!

December 30, 2005

Alderman William P. Shea, Chairman

Human Resources and Insurance Committee

1 City Hall Plaza

Manchester, NH 03101

Dear HRIC Members,

At the last HRIC meeting, we discussed the Ordinance change of 8/7/02 which inadvertently changed the manner in which part-time employees are granted merit increases.

I say "inadvertently" because I have since read the minutes of the meeting during which the Committee approved the ordinance. A copy is attached for your review. The Ordinance in question is: **33.63 Temporary and Seasonal Employees**. Alderman Sysyn asked "what does this revision do" and the response from Ms. Lamberton pertained to the ordinance as it existed in which temporary and seasonal employees would work for the summer for 10 or 12 weeks, leave and come back next year and get a step increase. Ms. Lamberton went on to say that she proposed that they (temp/seasonal) would have to work the equivalent number of hours as a full-time employee to progress in steps. There was no mention of the part-time employees or the impact upon them or of Ordinance 33.62 which is governed by any changes to Ordinance 33.63.

At issue is the intention of the ordinance change. The intention was to correct a practice of granting yearly step increases to employees who were temporary or seasonal. The unintended effect was that regular part-time employees became classified as temp/seasonal for pay purposes. This change was never discussed. The regular part time employees to whom I am referring are employees who do the same exact job as a full time employee, are committed to work year round and receive many benefits that temp/seasonals do not.

This unintended effect has the following impact on part time employees, contrary to the intention of Yarger/Decker which was to have employees compensated equally for doing the same job. Let's assume we hired a part time (20 hours per week) and a full time person on January 1, 2005 at a rate of pay of \$10.00 per hour.

	Jan05	July05	Jan06	Jan07	Jan08	Jan09
FT	\$10.00	10.30	10.60	10.91	11.23	11.56
PT	\$10.00	10.00	10.00	10.30	10.30	10.60

As you can see, after 4 years, the part time employee who is doing the same job is getting almost \$1.00 less per hour (and obviously only being paid for 20 hours while the full time is being paid for 40 hours) but is expected to perform comparable to a full time person (pro-rated). We do track performance levels.

I look forward to further discussion at the HRIC meeting on Tuesday, January 4th. If you have further questions please contact me at 624-6575 x5303.

Respectfully submitted,

Joan A Porter
Tax Collector

Enc: Copies of HRICminutes of 7/15/02

8

PROPOSED REVISION TO

ORDINANCE 33.063

TEMPORARY AND SEASONAL EMPLOYEES

July 8, 2002

CURRENT LANGUAGE

33.63 Temporary and Seasonal Employees.

Any temporary or seasonal employees occupying classified positions shall be employed initially at the hourly rate equivalent to the entrance rate in which employed as established by the temporary and seasonal employee schedule. All temporary or seasonal employees working less than a full work year may annually advance in pay, based upon satisfactory service and upon the recommendation of the department head, to the next higher rate in the grade for the class under salary schedule 1(D) until they reach the maximum step. Such annual advancement within a pay range may continue until the maximum step is reached unless interrupted by a period of absence from work for a period of 12 months or longer. In such event, the employee shall be reemployed at the initial pay step for the class to which he/she is assigned.

PROPOSED LANGUAGE

33.63 Temporary and Seasonal Employees

Any temporary or seasonal employees occupying a classified position shall be employed initially at the minimum step in the salary grade for his/her classification. Upon the recommendation of a department head, a temporary or seasonal employee may advance one step in his/her salary grade upon satisfactory completion of 2080 hours of work. Such advancement within a pay grade may continue until the maximum step is reached unless interrupted by a period of absence from work for a period of twelve (12) months or longer. In such event, the employee shall be reemployed at the minimum step for the classification to which he/she is employed.

7

8

Chairman Lopez addressed Item 7 of the agenda:

Communication from Virginia Lamberton, HR Director, recommending a proposed revision to Ordinance 33.063 (Temporary and Seasonal Employees).

Alderman Shea moved to approve the proposed revision to the Ordinance and refer it to the Committee on Bills on Second Reading for technical review.
Alderman Sysyn duly seconded the motion.

Alderman Sysyn asked what does this revision do.

Ms. Lamberton replied actually currently you could have somebody come and work for the summer for say 10 or 12 weeks, leave, come back the next year and get a step increase and that doesn't seem very wise. What I am saying is they would have to work the equivalent number of hours as a full-time employee to progress in steps.

Chairman Lopez called for a vote. There being none opposed, the motion carried.

Chairman Lopez addressed Item 8 of the agenda:

Communication from Virginia Lamberton, HR Director, recommending a remedial revision to Ordinance 33.081 (4) (Sick Leave).

Alderman DeVries moved to approve the proposed revision to the Ordinance and refer it to the Committee on Bills on Second Reading for technical review.
Alderman Sysyn duly seconded the motion for discussion.

Ms. Lamberton stated apparently in 1990 the Board of Mayor and Aldermen passed a proposed language revision that nobody followed up with to correct the ordinance to reflect what is reality and in fact this is exactly what has been going on for the last 10 years but the ordinance doesn't reflect that. Now the ordinance will reflect that and clarify that this is the way it is.

Alderman DeVries asked and this would apply to whom.

Ms. Lamberton answered non-affiliated employees. Affiliated employees have provisions for pay out and so forth. This is a housekeeping measure.

Chairman Lopez called for a vote on the motion. There being none opposed, the motion carried.



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza

Manchester, New Hampshire 03101-4000

Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



October 4, 2005

Alderman William Shea, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Request for Reclassification

Dear Alderman Shea and Members of the Committee:

During the budget process in 2001, the Board of Aldermen authorized a new position, Custodian, to be assigned to the City Clerk's Office. The City Clerk had been given the overall responsibility of the City Hall complex to ensure that it was properly maintained and safe. The original purpose of this position was to ensure that the City Hall complex was clean for all of the hours the building was open to the public. A contract cleaning service did and continues to come into the buildings in the evening, but all too often, there was an immediate need for someone to clean the floors, empty trash, stock restrooms, etc. etc. during the day.

Over the past four years, the requirements of the Custodian position have escalated based upon the needs of the City. For example, the class specification describes the duties of a Custodian as sweeping floors, washing windows, cleaning bathrooms, stocking restrooms with supplies, emptying trash, performing snow removal etc. Due to the demands of the complex, the incumbent in the Custodian position has been required to do all of the above and in addition, he is called upon to perform general maintenance, repair work including painting rooms, fixing flooring, fixing toilets, carpentry repairs, assembling furniture, patching walls, repairing back splash and counter tops, unplugging toilets and drains, removing water from flooding, etc. etc. These additional duties are above and beyond the class specification for a Custodian. The position now requires an incumbent to have the skills and abilities to be a "jack of all trades".

Therefore, I am recommending that the Custodian position, salary grade eight (8), be reclassified to a new class specification to be called Building and Facilities Maintenance Coordinator, salary grade 13. The duties of the position support the points to be a salary grade thirteen. Additionally, looking at other class specifications in other departments such as Recreation Maintenance Worker I, Airport Maintenance Worker I, (salary grade 13) etc. etc. the level of responsibilities of this position are quite similar and therefore, the salary grade is appropriate and warranted.

Alderman William Shea

- 2 -

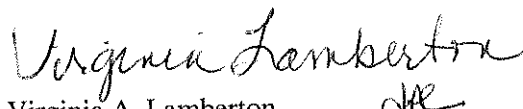
October 4, 2005

I am attaching a copy of the class specification for Custodian as well as the proposed class specification for Building and Facilities Maintenance Coordinator. The organizational structure will not change with this reclassification.

If you have any questions, I would be pleased to answer them.

Your favorable approval of this reclassification would be greatly appreciated.

Respectfully submitted,



Virginia A. Lamberton
Human Resources Director

Attachments

9

City of Manchester New Hampshire

In the year Two Thousand and five

AN ORDINANCE

"Amending Sections 33.024, 33.025 & 33.026 (Building and Facilities Maintenance Coordinator) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester,
as follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Establish new classification, Building and Facilities Maintenance
Coordinator

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Establish, Building and Facilities Maintenance Coordinator
Grade 13, exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Establish new class specification, Class Code 1280, Building and
Facilities Maintenance Coordinator. (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of
Ordinances inconsistent therewith are hereby repealed.



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Custodian
Class Code Number	5000

General Statement of Duties

Maintains a municipal facilities and related grounds; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to ensure a clean, orderly, safe and pleasant public environment. The work is performed under the direct supervision of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in municipal buildings involving the use of several cleaning agents and chemicals which must be handled with care.

Examples of Essential Work (illustrative only)

- Performs custodial duties on municipal facilities, including cleaning all rooms within a facility, sweeping floors, washing windows and ledges, cleaning bathrooms and all related components;
- Operates several pieces of machinery associated with building maintenance operations;
- Strips, waxes and buffs all tile floor;
- Ensures all necessary areas are properly sanitized, (kitchen areas, bathrooms etc.), according to set policy and procedures for health standards;
- Wet mops restrooms, showers and tile floors;

9

- Stocks all restrooms with needed supplies;
- Inventories and properly stores cleaning items and equipment;
- Informs supervisor of any supply needs;
- Identifies facility repair needs and informs supervisor;
- Monitors facilities on a regular basis and performs duties related to maintaining a clean environment, including picking up litter, cleaning up spills and all other spontaneous needs of a facility used by large numbers of people;
- Empties all trash;
- Performs general maintenance of building facilities, including replacing ceiling, baseboard tiles, light bulbs, windows and related building features;
- Monitors elevators, escalators and related pieces of equipment to ensure that all are functioning in a safe manner;
- Performs snow removal;
- Mows grass and trims shrubs around municipal buildings;
- Sets up rooms for special events;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>
--

- Substantial knowledge of facilities maintenance operations and procedures;
 - Substantial knowledge of all equipment and supplies related to facilities maintenance, including chemicals used for cleaning;
 - Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
 - Ability to understand and follow oral and/or written policies, procedures and instructions;
 - Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
 - Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
 - Integrity, ingenuity and inventiveness in the performance of assigned tasks.
- | |
|--|
| |
|--|

9

Acceptable Experience and Training

- Graduation from High School; and
- Some experience in custodial operations; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire driver's license.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to perform janitorial duties;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use a range of arm movements necessary to complete cleaning duties;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to various work sites throughout the municipal buildings.

Approved by: _____

Date: _____

9

DRAFT



City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Building and Facilities Maintenance Coordinator
Class Code Number	5001-13

General Statement of Duties

Performs general maintenance and repair work on City Hall Complex and grounds, including maintaining operating condition of machinery and equipment; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to maintain a safe, clean environment for employees and the public. The work is performed under the supervision and direction of the City Clerk but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors, elected officials and the public. The principal duties of this class are performed in an indoor and outdoor work environment with potential hazards.

Examples of Essential Work (illustrative only)

- Completes general maintenance and repair assignments around the City Hall Complex, including painting, repairing sheetrock, chalking, unclogging sinks and toilets, etc.
- Plants, waters, fertilizes, cultivates, and rakes;
- Collects litter and debris around the complex, including cleaning and disinfecting interior & exterior areas soiled by patrons;
- Applies pesticides to outdoor plants;
- Uses hand tools, including shovels, electric drills and rakes;
- Performs repairs to windows, doors, plumbing and other fixtures;

- Operates power equipment, including skill saws, chain saws, drills, snowblower, wet vac, carpet cleaner, vacuum, etc.;
- Inventories City Complex area and informs supervisor of any needed repairs and/or maintenance;
- Assists outside vendors, as necessary;
- Supervises temporary summer employees hired through the City Clerk's office for various maintenance and grounds keeping tasks;
- Monitors the work of the contract cleaning crew and speaks to vendor regarding problems, as needed;
- Performs set-up and tear down of election booths at 12 polling locations through the City;
- Cleans and weeds flower beds, mulches around flowers and waters as appropriate;
- Prunes related shrubbery as necessary;
- Sets up rooms for meetings and conferences;
- Monitors and maintains equipment in a safe operating condition and reports all damages to supervisor;
- Checks and maintains air, oil, fuel, spark plugs, mower blades, tires etc., on equipment;
- Cleans equipment and work area;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Acts as lead person on a crew, when assigned;
- Performs other directly related duties consistent with the role and function of the classification.

<p style="text-align: center;">Required Knowledge, Skills and Abilities (at time of appointment)</p>

- Thorough knowledge of building maintenance activities and procedures;
- Thorough knowledge of safety procedures involved in building maintenance activities;
- Substantial knowledge of the proper operating procedures for all equipment used;
- Some knowledge of Departmental objectives and purposes;
- Skill in the use shovels, rakes, leaf blowers, etc.;
- Skill in the use of snowblowers, chain saws, drills, snowblowers, etc;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;

9

- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Considerable experience in building maintenance activities; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Valid New Hampshire Driver's License;
- On-call status, as needed.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor work in progress;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to have access to work sites throughout the complex at heights on ladders and outside during extreme summer and winter conditions;
- Sufficient mobility and flexibility which allows the employee to stoop, kneel, crouch, stand, walk, push, pull, climb and grasp repetitively.

Approved by: _____ Date: _____

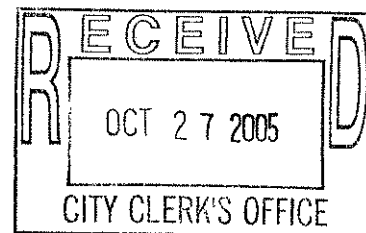


CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065

October 12, 2005



Alderman William Shea, Chairperson
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Re: Requests for New Classification and New Positions

Dear Alderman Shea and Members of the Committee:

On behalf of Tim Clougherty, Chief Facilities Manager, and Frank Thomas, Highway Director, I am requesting the establishment of a new class specification Painter, salary grade 13. In addition, I am requesting the establishment of two Painter positions.

Apparently years ago, the City had several painter positions. Those positions no longer exist. Due to the fact that there will be a need to maintain the new construction in the schools from the Design Build project, it has been determined that there will be a need to employ at least two full time Painters. Therefore, we have developed a new and updated class specification with the title of Painter. I am attaching a copy of the proposed class specification for your review and information. I am also attaching a copy of an updated organization chart for the Facilities Division. Funds are available in the Facilities budget to support these positions.

Your favorable approval of these requests would be greatly appreciated.

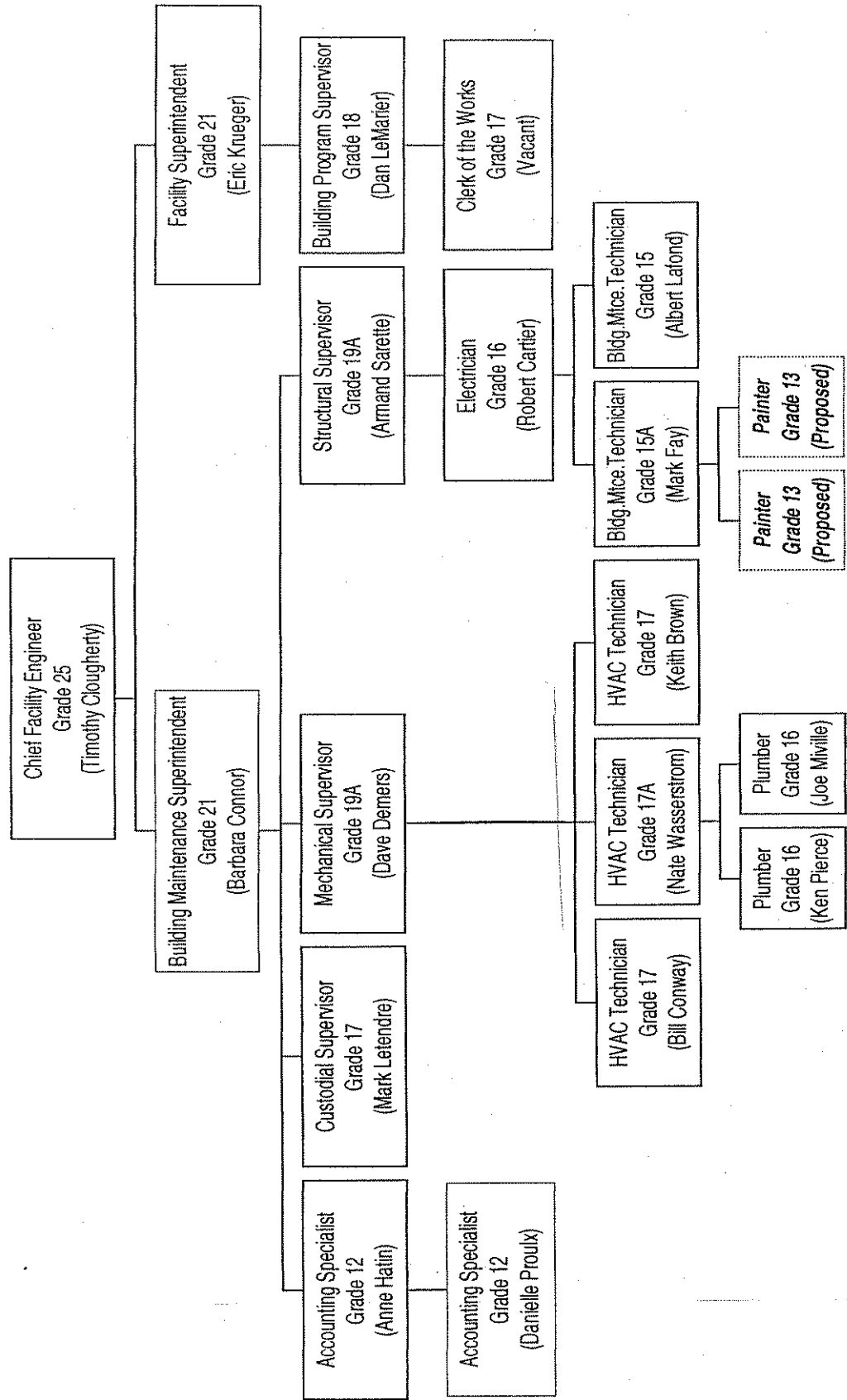
Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Attachments

Department of Highways

Facilities Division - Proposed New Job Classes



City of Manchester
New Hampshire

five

In the year Two Thousand and

AN ORDINANCE

"Amending Sections 33.024, 33.025 & 33.026 (Painter) of the Code of Ordinance of the City of Manchester."

BE IT ORDAINED, By the Board of Mayor and Aldermen of the City of Manchester, is follows:

SECTION 33.024 CLASSIFICATION OF POSITION be amended as follows:

Establish new classification, Painter

SECTION 33.025 COMPENSATION OF POSITION be amended as follows:

Establish Painter, Grade 13, non-exempt

SECTION 33.026 CLASS SPECIFICATIONS be amended as follows:

Establish new class specification, Class Code 5234, Painter, (See attached).

This Ordinance shall take effect upon its passage and all Ordinances or parts of Ordinances inconsistent therewith are hereby repealed.

10

10

DRAFT

City of Manchester, New Hampshire

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Painter
Class Code Number	5234-13

General Statement of Duties

Performs a variety of skilled painting work on city-owned property and equipment; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform various skilled painting work on municipal buildings. The work is performed under the supervision and direction of an assigned supervisor but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, outside contractors and the public. The principal duties of this class are performed in various indoor and outdoor work areas, with potential personal hazards.

Examples of Essential Work (illustrative only)

- Cleans and prepares materials to be painted by scraping, removing loose putty, filling cracks, removing broken glass;
- Paints the interior and exterior of buildings using brushes, spray guns, paint rollers or other painting tools;
- Repairs walls and ceilings;
- Applies sealant to exterior finishes and removes graffiti, applying chemical solvents as necessary;

- Paints rain gutters, signs and a variety of equipment;
- Varnishes and paints furniture;
- Mixes and matches paints;
- Orders and picks up supplies and other materials;
- Drives vehicles as required to complete tasks, transporting ladders and scaffolding;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities (at time of appointment)

- Thorough knowledge paints, varnishes, shellacs, fillers and graffiti removal chemicals;
- Thorough knowledge of methods, techniques, equipment, tools and materials used in painting practices;
- Thorough knowledge of brush and spray painting;
- Good knowledge of wall and ceiling repair;
- Good knowledge of safety practices used in painting and maintenance functions;
- Ability to work from ladders and scaffolding;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from High School or possession of a GED; and
- Three years experience as a professional painter or as a journeyman painter.

10

Required Special Qualifications
--

- Valid New Hampshire's Drivers License;

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to monitor and repair HVAC systems;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work on and set up staging, ladders or other devices to safely work above ground level and access equipment and to be able to stoop, kneel, crouch, stand, walk, push, climb and grasp repetitively.

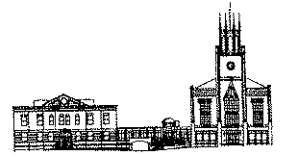
Approved by: _____ Date: _____



CITY OF MANCHESTER

Human Resources Department

One City Hall Plaza
Manchester, New Hampshire 03101-4000
Tel: (603) 624-6543 (V/TTY) • Fax: (603) 628-6065



November 15, 2005

Alderman William Shea, Chairman
Human Resource and Insurance Committee
City of Manchester
One City Hall Plaza
Manchester, New Hampshire 03101

Dear Alderman Shea and Members of the Committee:

Please accept this letter as a request to apply Ordinance 33.079 (j) to Paul Borek, Economic Development Director and for myself. This request has the full concurrence of the Mayor.

Over the past several years, it has been difficult to recruit experienced individuals to apply for and accept Department Head and other high level positions with the current level of vacation time that is provided. As a matter of fact, several individuals withdrew their applications when informed of the limited amount of time that they would have available to them. These individuals, including Mr. Borek and myself, were accustomed to having four to five weeks of time available to them due to their many years of experience and employment. Mr. Borek accepted his position with the understanding that the City would do something to increase the amount of time that he would be able to accrue. When I was considering accepting my position, I expected to be able to negotiate a higher amount of vacation time before accepting the position. Prior to having that opportunity, I was appointed by the Board of Mayor and Aldermen. Once I began working for the City, I realized that the Ordinances did not allow for that and did not pursue the matter. Now with the change in the Ordinance and provision for allowing a higher accrual, it is now proper for me to be requesting application of the new Ordinance to me as well as Mr. Borek.

Your favorable approval of this request would be greatly appreciated.

Respectfully submitted,

Virginia A. Lamberton
Human Resources Director

Approved, Mayor